

**FSA**  
**HANDBOOK**

---

2001 and 2002 Crop Disaster Program

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For State and County Offices

SHORT REFERENCE

**5-DAP**

UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency  
Washington, DC 20250



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Farm Service Agency  
Washington, DC 20250

**2001 and 2002 Crop Disaster Program  
5-DAP**

**Amendment 12**

**Approved by:** Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 15 A was amended to replace the term “crop years 2003 and 2004” with the term “linkage years”.

Subparagraph 15 C was revised to incorporate the provisions of Notice DAP-191 regarding the determination of linkage years.

Subparagraph 15 D has been removed because it is obsolete.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	2-1, 2-2 2-2.5, 2-2.6	



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**Part 1 Introduction to 2001 and 2002 Disaster**

**1 Handbook Purpose and Coverage**

**A Handbook Purpose**

This handbook provides procedure for CDP implemented by DAFP, through PECD.

**B Related Handbooks**

The following handbooks relate to this handbook.

<b>IF the material concerns...</b>	<b>THEN see...</b>
referring possible fraud cases to OIG	9-AO.
appeals	1-APP.
requests for relief	7-CP.
issuing CCC-184's and EFT	1-FI.
accounting interface	6-FI.
claims and withholdings	58-FI.
*--prompt payment interest	61-FI.
assignments and joint payees	63-FI.
establishing and reporting debts in CRS	67-FI.
valueless and specialty crops	1-NAP (Rev. 1).--*

**2 Authority**

**A Statutory Authority**

The Agricultural Assistance Act of 2003 (Pub. L. 108-7), signed February 20, 2003, authorizes the Secretary to provide disaster assistance to producers who suffered crop losses because of adverse weather conditions.

**B Regulatory Authority**

Regulations for CDP are provided in 7 CFR Part 1480.

### 3 General Information

#### A CDP Assistance

Assistance under CDP is available for crop losses on:

- prevented planted acreage
- reduced production of planted acreage
- reduced quality on certain crops
- value loss crops, including nursery and aquaculture.

Eligible producers may receive CDP benefits in addition to:

- payments received under NAP
- crop insurance indemnities received under the Federal Crop Insurance Act
- emergency loans made available under subtitle C of the Consolidated Farm and Rural Development Act. However, the amount a producer is eligible under an emergency loan application will be reduced by the benefits received under the 2001 or 2002 CDP.

#### B Signup Period

Signup begins June 6, 2003. Signup ending date will be announced at a later date. Producers with eligible crop losses may file an application for benefits anytime during this signup period. Applications shall be filed in the producer's administrative County Office.

**Notes:** A CDP RMA report may contain producers who suffered a loss in the county, but whose farm records are administered in an adjacent county. If the producer applies for disaster benefits in the administrative County Office, the County Office where the land is physically located must send a copy of the report pertaining to the producer, to the County Office that administers the farm where the loss occurred.

When the producer applies for benefits in the administrative County Office, that County Office must manually add the producer's CDP RMA data.

### 3 General Information (Continued)

#### C Loss Threshold

Quantity - Producers are eligible for disaster benefits when a qualifying loss exceeds 35 percent, including eligible quality losses or adjustments, of the expected production for the crop on the unit.

Quality - Producers are eligible for disaster benefits if a qualifying quality loss exceeds 20 percent.

**Note:** For applications with losses not meeting the established thresholds, see subparagraph 110 B.

#### D Funding

Because the 2001 and 2002 CDP is fully funded, there will be no national factor. Final payments are issued when regulations are published in FR.

#### E Crop Insurance Waivers

Payments for 2001 and 2002 CDP apply without regard to FSA-570 on file in the County Office.

#### F Year of Loss

Producers have the option to receive either 2001 or 2002 crop disaster benefits, but not both.

#### \*--G Prompt Payment Interest

The Prompt Payment Act provisions shall be applicable to CDP according to 61-FI. Interest shall apply to payments issued more than 30 days after all of the following have been completed.

- The producer signs and completes the program application along with all required forms, including those listed in subparagraph 110 A.
- All documentation required from the producer has been submitted (production records, sales receipts, crop appraisals, quality tests, etc.)
- The County Office has received all software to calculate and issue payments including any necessary RMA downloads and crop table records.
- All referrals to RMA or OIG have been returned or cases completed.
- Producer appeals have been finalized for applications disapproved by COC.
- National payment factors have been announced and downloaded to County Offices if applicable.--\*

## 4 Agency Responsibilities

### A County Office Responsibilities

CED shall:

- ensure that the County Office follows provisions issued by COC, DD, State Offices, and this handbook
- inform COC of policy for proper administration when all requirements have not been met by the producer.

COC shall:

- ensure that CED follows provisions included in this handbook
- follow procedure in paragraph 5 for redelegation of authority
- ensure that producers receive correct and timely notification of this program through the following methods:
  - program leaflets, newsletters, and print media
  - meetings
  - radio, television, and video
- ensure that outreach activities are performed according to paragraph 6
- handle appeals according to 1-APP, and record and document determinations in the COC minutes
- when authorized, make final decisions based on the merits of each case and document the entire case in COC minutes
- send completed, documented cases to STC for determination when COC is not authorized to make final determinations
- handle suspected fraud cases according to applicable procedure.

**4 Agency Responsibilities (Continued)**

**B DD Responsibilities**

DD shall:

- ensure that County Offices are following provisions in this handbook
- conduct followup reviews to ensure that the County Office has carried out DAFP- or STC-approved action.

**C State Office and STC Responsibilities**

State Offices shall ensure that program administration and compliance policies are followed.

STC shall:

- make determinations for cases that exceed COC authority
- provide DD with a copy of STC or DAFP determinations for appeals or misaction/misinformation cases
- handle suspected fraud cases according to applicable procedure
- \*--establish criteria for the quality loss levels if adequate market data is available.--\*

**5 COC Delegation of Authority**

**A COC Responsibilities**

COC is responsible for acting on all CDP applications. This authority cannot be delegated \*--beyond routine determinations, as provided in subparagraph C.--\*

**B COC Responsibilities That Shall Not Be Delegated**

Under no circumstances shall COC delegate responsibility to CED or County Office for determinations involving any of the following:

- assigning production
- reducing yields
- gross revenue in situations where certifications are questionable

**Note:** See subparagraph 16 D.

- assigning production to quality loss levels, if applicable
- ineligible loss conditions
- maximum loss level for the county or area
- normal marketing percentages for crops with multiple markets
- county average quality adjustment factors
- applying adjusted unharvested factors
- any adverse determinations.

**5 COC Delegation of Authority (Continued)**

**C COC Responsibilities That May Be Delegated**

COC may delegate responsibility to CED or County Office for approving routine applications. Examples of routine applications are the following:

- all information is accounted for and completed in the automated CCC-564 with RMA data
- noninsurable crops for which NAP applications have already been approved for the 2001/2002 crop year
- uninsured and noninsurable crops for which all acreage is harvested and sold production has verifiable records.

**6 Outreach**

**A General Information**

Every attempt shall be made to ensure correct and timely notification to all potential participants of any disaster assistance program.

Special emphasis shall be made to disseminate the information to the minority, disadvantaged, under-served, or under-represented owned acreage or commodity producing populace.

## 6 Outreach (Continued)

### B State Office Responsibilities

State Offices shall, through the State Outreach Coordinator, make every attempt to ensure that correct and timely notification is provided appropriately at both the State and county levels.

A list of minority organizations in the State, for reference in disseminating disaster program information to minority groups, shall be maintained. The list shall include organization names, addresses, and names of the contact person. This list should consist of at least the following:

- American Indian Organizations
- Alaska Native Organizations
- Historically Black Colleges and Universities (1890 colleges and Universities)
- Hispanic Association of Colleges and Universities
- Native American Community Colleges
- minority and ethnic newspapers and radios
- organizations for the handicapped
- organizations for the aging.

Ensure that the lists are mailed to County Offices for assistance with disseminating program information.

### C County Office Responsibilities

County Offices shall make every attempt to ensure correct and timely notification to potential participants accordingly by:

- program leaflets, newsletters, and print media in general circulation in the county or area
- town or general meetings
- radio, television, and video that have general coverage in the county or area.

**Note:** County Offices shall review and use State lists for applicable contacts in the area.

**6 Outreach (Continued)****C County Office Responsibilities (Continued)**

County Offices shall maintain a list of civic, agri-business, and special interest organizations functioning at the county level for reference in disseminating disaster program information. County lists should include a minimum of the following:

- farmer or rural organizations, such as Ruritan Clubs, FFA, etc.
- minority churches and ministers
- minority organizations and coalitions, such as NAACP, etc.
- county minority and ethnic newspapers and radio stations
- women's groups
- adult farm management educators, such as CSREES and agri-businesses, especially if minority-owned.

**D Notifications**

State and County Offices shall use the lists in subparagraphs B and C to assist in ensuring that information is disseminated to all producers. Program information must be publicized by mailings; meetings shall be held when possible and where feasible. When preparing to speak to minority groups, consider a location accessible and preferable for the group.

State and County Offices shall ensure that minority members and advisers are:

- fully informed on disaster program matters
- fully used for input of minority needs and contacts
- requested to speak to minority groups or to accompany CED, DD, or other officials when speaking to minority groups.

6 Outreach (Continued)

E Documentation

Extensive documentation of outreach efforts is required. STC shall document specific guidance given to County Offices and efforts made at the State level concerning outreach activity.

COC shall document efforts made at the county level whether performed singularly or in conjunction by the County Office with the minority adviser, DD, or State outreach coordinator.

A copy of all letters, notices, news articles, radio programs, county or ethnic group meetings and attendance data, notifications of minority advisers, etc., about outreach activity shall be filed in the Primary program file. For instance, DAP for Disaster Assistance Programs.

Documentation by COC or STC must include whether the effort is considered a minority or under-served/under-represented contact, and also be included in the program file.

7 Eligibility

A Eligible Crops

Eligible crops include the following:

- NAP crops defined according to 1-NAP (Rev. 1) (noninsurable crops)
- crops for which federal crop insurance is available, regardless of whether insurance was purchased (insured or uninsured crops).

**Note:** The eligible crop must be planted or prevented from being planted during the 2001/2002 crop year. Volunteer stands are not eligible.

**7 Eligibility (Continued)****B Insured, Uninsured, and Noninsurable Crops**

Insured crops are those crops covered by crop insurance and the producer purchased either catastrophic or buy-up crop insurance. CDP benefits will be calculated at 50 percent of the county payment rate.

Uninsured crops are those crops for which insurance was available in the county, but the producer did not purchase insurance. CDP benefits will be calculated at 45 percent of the county payment rate.

Noninsurable crops are those crops for which insurance was not available in that county. This includes crops where coverage is available only through written agreement between the producer and the insurance company. CDP benefits will be calculated at 50 percent of the county payment rate.

**\*--Note:** Crops covered by crop insurance pilot programs and all levels of AGR insurance policies are considered insurable for disaster program purposes if CAT coverage is--\* available.

**C Ineligible Crops**

Sugar beets, sugarcane, and tobacco are not eligible crops for 2001 or 2002 disaster assistance as provided in the Agricultural Assistance Act of 2003.

Grazing losses are not eligible losses. These losses are eligible under the Livestock Assistance Program and NAP, if eligibility requirements are met.

**D Eligible Plantings of the Same Crop**

A multiple-planted crop is the same crop planted or prevented from being planted in more than 1 approved planting period in a crop year on different acreage.

A repeat crop is the same crop planted or prevented from being planted in more than 1 approved planting period in a crop year on the same acreage. Refer to 1-NAP (Rev. 1), paragraph 178 to establish planting periods.

7 Eligibility (Continued)

**D Eligible Plantings of the Same Crop (Continued)**

Repeat and multiple planted crops may be eligible for disaster assistance, when COC determines that all of the following apply:

- subsequent planting was planted with an intent of harvest
- each planting was within the established planting period for the crop
- initial and subsequent plantings meet all eligibility provisions including good farming practices
- each planting could reach maturity if each planting was harvested or would have been harvested.

<b>IF these criteria are...</b>	<b>THEN...</b>
met	each crop stands alone for disaster assistance. The production from 1 planting does not count against the production from any other planting.
<b>not met</b>	all plantings and all production are counted as 1 crop.

**E Replanted Crops**

Replanted crops are the subsequent seeding of the same crop when the previous planting of the same crop failed. If the initial planting of the crop fails and there is adequate time to replant, the crop must have been replanted or no benefits will be paid. The replanted crop is considered the original crop for CDP purposes.

**Note:** Small grain crops having fall and spring crop types are considered the same crop. County Offices shall always use the unit structure downloaded by RMA according to subparagraph 30 A.

**F Different Crops on the Same Acreage**

The statute limits the number of different crops that may earn benefits on the same acreage. More than one 2001 or 2002 crop may earn benefits on the acreage only if the farm has an established practice of planting 2 or more crops for harvest on the same acreage for the same crop year. See paragraph 37 for procedure on multiple-cropped acreage.

## 8 Eligible Causes of Loss

### A Adverse Weather Conditions

Disaster payment provisions apply if the crop could not be planted or production both in quantity and quality and was adversely affected by earthquake, volcano, or damaging weather, including drought, excessive moisture, hail, freeze, tornado, hurricane, typhoon, excessive wind, excessive heat, or a combination thereof.

### B Weather-Related Insect and Disease Infestation

Disaster payment provisions apply if the crop could not be planted, or production both in quantity and quality, was adversely affected by:

- related conditions of plant disease, or other deterioration of a crop that is accelerated or exacerbated naturally because of damaging weather occurring before or during harvest
- related conditions of insect infestation, that is accelerated or exacerbated naturally because of damaging weather occurring before or during harvest.

**Note:** Insect infestation must be a related condition of the damaging weather for production losses to qualify for disaster benefits. Before approving any losses because of insect infestation and plant disease, COC shall have published scientific information that the disease or insect infestation is accelerated or exacerbated naturally because of the damaging weather. Producers must provide documentation of action to prevent losses because of disease or insect damage, such as receipts for chemical or biological application to destroy the insects. Third party opinions are not considered acceptable.

### C Other Insect and Disease Infestation

The statute specifically provides that the following plant diseases and insect infestations are eligible causes of loss:

- alfatoxin
- plum pox virus
- Pierce's disease

## 8 Eligible Causes of Loss (Continued)

### C Other Insect and Disease Infestation (Continued)

- watermelon sudden wilt disease
- Mexican fruit fly quarantines in San Diego and San Bernardino/Riverside Counties in California
- grasshoppers
- Mormon crickets.

**Note:** Producers must provide documentation of action to prevent losses because of disease or insect damage, such as receipts for chemical or biological application to destroy the insects. Third party opinions are not considered acceptable.

### D Drought

Drought is an eligible cause of loss for crops having a **nonirrigated practice** that suffered **production losses**. For nonirrigated crops that were prevented from being planted, drought is an eligible condition if, on the final planting date, or within the late planting period if electing to try to plant the crop, the area that is prevented from being planted has insufficient soil moisture for germination of seed and progress toward crop maturity because of a prolonged period of dry weather. Prolonged precipitation deficiencies must be verifiable using information collected by sources whose business it is to record and study the weather, including but not limited to, local weather reporting stations of the National Weather Service.

For an irrigated practice, lack of water or contamination by saltwater intrusion caused by drought conditions may be considered an eligible cause of loss for production losses or prevented planting if there was not a reasonable probability of having adequate water to carry out an irrigated practice.

Saltwater intrusion is an eligible cause of loss for prevented planting purposes.

## 8 Eligible Causes of Loss (Continued)

### E Water Rationing

Water rationing is an eligible cause of loss for prevented planting subject to the following conditions:

- water is rationed by a Government entity or water district and no compensation was provided

**Note:** A refund of the water fee to the producer is not considered compensation.

- if water is rationed by a Government entity or water district, COC shall:
  - disapprove any application if any compensation was received from a Government entity or water district
  - not consider the application complete until proof of or lack of compensation is provided.

**Note:** The producer must have received written notice that their irrigation water supply would be rationed.

Water rationing is an ineligible cause of loss in the following situations:

- irrigation water supply was not rationed, but was sold or leased to a Government entity or water district
- irrigation water supply was rationed because of the actions of the Army Corps of Engineers to release water from reservoirs
- irrigation water supply was permanently rationed in a prior year.

### F Ineligible Disaster Conditions

Eligible losses cannot be the result of drifting herbicides, wildlife, poor management \*--decisions, losses initiated after harvest, or poor farming practices.--\*

## 8 Eligible Causes of Loss (Continued)

### G Insured Crops

For insured crops, eligible loss conditions for CDP are determined by the crop insurance policy.

- Exceptions may occur in which an indemnifiable cause of loss is not an eligible loss condition for CDP. For example, losses caused by wildlife covered under crop insurance are not eligible for CDP. In these instances, COC shall either disapprove the application or assign production for the ineligible portion of the loss. See paragraph 60 for assigned production.
- The producer must be notified of the disapproval or the assignment of production. Ensure that there is adequate documentation to support COC's actions.

For insured crops for which no loss is included because the loss threshold was not met, COC shall determine eligibility based on the above conditions.

## 9 Eligible Crop Years

### A Crop Year

The eligible disaster event or condition must have actually occurred during the 2001 or 2002 crop year. The crop year is the RMA crop year for insured crops or NAP crop year for noninsurable crops. The producer may elect only **1** year (2001 or 2002) in an administrative \*--county for all units.--\*

**Examples:** Ornamental Nursery - For nursery, the 2002 crop year began on October 1, 2001, and ended on September 31, 2002. A disaster event that occurred on November 10, 2002, is not an eligible cause of loss.

Apples - A storm damaged the trees in the orchard on June 1, 1999, causing reduced production for future years including the 2001 and 2002 CDP program years. The disaster event that caused the low yield is not an eligible loss condition.

Winter Wheat - The 2001 winter wheat crop was planted on November 1, 2000. Hail damage occurred on December 31, 2000. The disaster event is an eligible cause of loss. The crop is eligible since the disaster occurred during the 2001 crop year.

## 10 Eligible Producers

### A Eligible Producers

A producer is an owner, operator, landlord, tenant, or sharecropper who shared in the risk of producing the crop and who was entitled to share in the crop available for marketing from the unit, or would have shared had the crop been produced.

The producer must be able to show, with verifiable evidence, that the producer had an interest in the commodity produced or had control of the crop acreage on which the commodity was grown at the time of the disaster, which is the basis for the application for payment. One of the following shall be obtained as determined by COC:

- copies of signed written leases
- copies of signed rental agreements
- copies of other legal documents showing land ownership or control
- statement signed by landowner that producer had control of the acreage
- statement signed by operator or producer that producer had control of the acreage on a farm.

The application shall be disapproved, if COC is not satisfied that the documentation provided by the producer is sufficient.

### B Deceased Persons and Dissolved Entities

If, subsequent to the disaster, an eligible producer is now deceased or is a dissolved entity, a representative of the deceased producer or dissolved entity may sign CCC-564, if the representative currently has authority to enter into a contract for the producer. \* \* \*

**Note:** Proof of authority to sign for the deceased producer or dissolved entity must be provided. Proof of authority may include 1 of the following:

- court order
- letter from the Secretary of State
- document approved by the Regional attorney.

If a producer is now a dissolved general partnership or joint venture, **all** members of the general partnership or joint venture at the time of dissolution, or their representatives, must sign CCC-564 and associated forms.

**\*--Note:** Only one CCC-564 will be submitted for the partnership or joint venture; however, all members must sign CCC-564.--\*

10 Eligible Producers (Continued)

C Change in Ownership

A producer who lost control of the disaster-affected crop during the growing season is eligible to participate if the applicant:

- was the producer at the time of planting
- had control of the crop at the time of the disaster event as determined by COC
- lost control of the property after the disaster event, but before harvest
- \*--is able to provide production evidence (COC may assign maximum loss levels, if applicable).--\*

In the case of a prolonged disaster event, such as drought, the producer planting the crop and experiencing a significant portion of the drought condition, as determined by COC, may be eligible. Any sale of the property and crop during the drought disaster event should be reflected in the sales price paid by the new owner. Disaster assistance shall not be prorated between former and successive owners of the crop.

11-14 (Reserved)

Part 2 Conditions of Receiving Assistance

15 Linkage Requirement

A Rule

As a condition of receiving 2001 or 2002 disaster benefits on an insurable crop that is not insured, or on a noninsurable crop that is not covered by NAP, producers are required to purchase insurance, or NAP as applicable, on that crop for the linkage years according to the following table.

IF the producer is requesting disaster benefits on...	THEN for the linkage years listed in subparagraph 15 C, the producer is required to--* purchase...
an insurable crop	a plan of federal crop insurance coverage providing a level of coverage greater than the level available under catastrophic risk protection.
a noninsurable crop	NAP coverage, including filing the required paperwork and paying the administrative fee.

If a 2001 or 2002 crop receiving disaster benefits is insured or is covered by NAP, the linkage requirement is not applicable.

If benefits are requested on a 2001/2002:

- \*--NAP crop and crop insurance becomes available for this crop in a linkage year, the producer is required to purchase crop insurance at a level of coverage greater than the level available under catastrophic risk coverage for this crop
- insured crop and crop insurance is **not** available for this crop in a linkage year, the--\* producer is required to purchase NAP coverage, including filing the required paperwork and paying the administrative fee.

**Note:** Crops for which RMA introduces a pilot crop insurance program will be considered insured crops for CDP linkage requirements.

If this requirement is not met, the producer will be required to refund all 2001 or 2002 crop disaster benefits received, plus interest, for the crop or crops for which the producer failed to meet the linkage requirements.

The linkage requirement applies to the producer's interest in the crop (specifically receiving benefits) in the county where the crop was physically planted or prevented planted.

## 15 Linkage Requirement (Continued)

### A Rule (Continued)

Producers shall complete CCC-566 at the time of application acknowledging the crop insurance and/or NAP linkage requirement.

#### \*--Example 1

Administrative County A covers 2 physical counties (County A and County B). An approved applicant physically grew an uninsured commodity only in County A during the disaster year. Crop insurance linkage applies to County A. The producer is not required to purchase insurance for County B.

#### Example 2

Administrative County A covers 2 physical counties (County A and County B). An approved applicant physically grew an uninsured commodity in both counties. Crop insurance linkage applies to both County A and County B.

#### Example 3

An approved applicant grew an uninsured commodity in County A, and also grew the same commodity in County B during the disaster year. County A and County B are separate administrative counties. The producer received CDP assistance for a loss only in County A. Crop insurance linkage applies to County A.

### B Linkage Within a Pay Group

Linkage will apply to each crop, type, intended use, and planting period, if applicable, listed on the approved application.

#### Example 1

If dry edible kidney, navy, and pinto beans are in the same pay group, but the producer only grew navy and pinto beans during the disaster year, then linkage would:

- apply to navy and pinto beans
- **not** apply to kidney beans.

However, the producer may have to purchase a dry edible bean policy to obtain coverage on navy and pinto beans. That policy may also cover kidney beans since it is part of the same RMA pay group, even though FSA linkage would not be applicable to that type.--\*

## 15 Linkage Requirement (Continued)

### B Linkage Within a Pay Group (Continued)

#### Example 2

If a producer grew dry edible kidney, navy, and pinto beans (same pay group), during the disaster year, but only had a loss on pinto beans, linkage would apply to all 3 types of beans. The productions from all 3 types of beans are required to be included on the disaster application.

#### Example 3

If there are 4 planting periods established for a crop and the producer experiences a loss during planting period 2, linkage will apply only to planting period 2.

### \*--C Linkage Years

If the sales closing date for 2004 crop insurance or NAP coverage occurred **after March 1, 2004**, linkage will be met by obtaining coverage in either of the following:

- 2003 and 2004 crop years
- 2004 and 2005 crop years.

If the sales closing date for 2004 crop insurance or NAP coverage occurred **on or before March 1, 2004**, CDP participants may meet linkage requirements by obtaining coverage for any 1 of the following 2 consecutive crop years:

- 2003 and 2004
- 2004 and 2005
- 2005 and 2006.

The CDP participant may use 2003 as 1 of the 2 required linkage years only if coverage was obtained for either NAP or crop insurance.

**Note:** 2003 **cannot** be used as a linkage year if the producer did not plant the crop.--\*

### D NAP Coverage

To meet the linkage requirement for noninsurable commodities, as provided in subparagraph B, the producer must:

- file CCC-471 and pay the applicable administrative fee
- complete all required paperwork (acreage reports, production records, etc.).

**Note:** The payment of a NAP administrative fee alone, without completing the required program paperwork throughout the insurable year, will not meet the linkage requirement.

**15 Linkage Requirement (Continued)**

**E Other Federal Crop Insurance Coverage**

RMA established several types of other policies, including but not limited to pilots, GRP, GRIP, and crop revenue coverage. These policies offered by companies reinsured by RMA will meet the linkage requirement if a level greater than CAT is purchased. Most policies offer a CAT level along with additional levels.

All levels of AGR policies will meet the linkage requirement.

Plans purchased by special Written Agreements will meet the linkage requirement if the specified coverage is above the CAT level.

See subparagraph 7 B for the definition of insured crops.

## 15 Linkage Requirement (Continued)

### F Refund of Disaster Assistance

Producers who are required but fail to purchase crop insurance or NAP coverage, as applicable, for the crop receiving a disaster benefit shall reimburse the full amount of the 2001 or 2002 disaster assistance provided, plus applicable interest.

If the County Office becomes aware that a producer did not purchase the required crop insurance or NAP coverage, the County Office shall immediately notify the producer of noncompliance and a full refund, plus interest.

The notification letter to the producer shall include the following:

- notification that they did not comply with CCC-566
- date CCC-566 was signed
- the dollar amount to be refunded
- applicable appeal rights according to 1-APP.

### G Meritorious Cases

Statute does not provide authority for meritorious relief. There will be no exceptions or waivers. Participants shall be required to refund the disaster payment received plus interest for the crop if insurance was not purchased as required.

### H Producers Indebted to FCIC

According to RMA guidelines, producers who are indebted to FCIC or private insurance provider are unable to purchase crop insurance for future years until the debt is satisfied. There are certain circumstances where a producer indebted to FCIC is considered eligible to receive disaster payments.

**Example:** Producer A obtained crop insurance on all insurable crops in 2001 but did not pay the premium for the insurance coverage. Although Producer A will be on the indebted list for 2001, the producer did satisfy the requirement of obtaining crop insurance and is considered insured for the 2001 crop year. Because Producer A is not required to purchase crop insurance in 2003 and 2004, the producer is eligible to receive the 2001 CDP payment.

15 Linkage Requirement (Continued)

I Example of CCC-566

The following is an example of a completed CCC-566.

This form is available electronically.  
**CCC-566**  
 (06-17-03)

U. S. DEPARTMENT OF AGRICULTURE  
 Commodity Credit Corporation

**2001 AND 2002 CROP INSURANCE AND/OR  
 NONINSURED CROP DISASTER ASSISTANCE PROGRAM (NAP) COVERAGE AGREEMENT**

**NOTE:** The authority for collecting the following information is Pub. L. 108-7. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The authority for requesting this information is the Agricultural Assistance Act of 2003 (Pub. L. 108-7) and 7 CFR Part 1480. The information on this form will be used to determine whether a producer has complied with the requirement to purchase crop insurance and/or Noninsured Crop Disaster Assistance Program (NAP) coverage for the 2003 and 2004 crop years. In cases where the sales closing date has passed for 2003, producers will be required to purchase coverage for 2004 and 2005. Providing this information is voluntary; however, failure to execute this contract will result in a determination of ineligibility. In addition to the already published routine uses, this information may be provided to other agencies, the IRS, Department of Justice or other State or Federal law enforcement agencies and in response to a court magistrate or administrative tribunal. All information provided herein is subject to verification by the Commodity Credit Corporation or its agents. As provided in various civil and criminal statutes, failure to provide true and correct information may result in civil suit or criminal prosecution, the assessment of penalties or pursuit of other remedies. As provided in the applicable regulations, failure to purchase crop insurance as certified in this contract, may result in the refund of 2001 or 2002 disaster benefits plus interest as identified in this contract. **RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.**

In accordance with Section 202 of the Agricultural Assistance Act of 2003, regarding eligibility for 2001 or 2002 disaster assistance, **I hereby certify that I have read and understand the crop insurance and NAP coverage requirements as it pertains to the applicable box checked.** This statement of understanding shall remain in effect until the earlier of: (1) the year 2007, or (2) cancellation by the Department. This agreement does not supersede any previous requirements to purchase crop insurance.

- I understand that I have applied for 2001 or 2002 Crop Disaster Program (CDP) benefits on at least one insurable crop that I elected not to insure for the 2001 or 2002 crop year, as applicable. In return for 2001 or 2002 CDP benefits paid to me on the 2001 or 2002 insured crop(s) that I elected not to insure, I am required to purchase crop insurance at a level of coverage greater than the level available under catastrophic risk coverage, for the years 2003 and 2004 for such crop(s). In cases where the 2003 and/or 2004 crop insurance sales closing date has passed, prior to the date I sign the 2001 and 2002 CDP application, I will be required to purchase crop insurance for the next two available crop years for such crop(s). If crop insurance is not available for such crop in the next two available crop years, I will be required to purchase NAP coverage for the next two available crop years for such crop.
- I understand that I have applied for 2001 or 2002 CDP benefits on at least one noninsurable crop for which I elected not to purchase NAP coverage. In return for my 2001 or 2002 CDP benefits paid to me on such 2001 or 2002 noninsurable crop, I am required to purchase such NAP coverage for the years 2003 and 2004 for such crop(s). In cases where the 2003 and/or 2004 NAP application period has passed prior to the date I sign the 2001 and 2002 CDP application, I will be required to purchase such NAP coverage for the next two available crop years. If crop insurance becomes available for such crop in the next two available crop years, I will be required to purchase crop insurance at a level of coverage greater than the level available under catastrophic risk coverage for the next two available crop years. Furthermore, with respect to NAP coverage, I understand that I am required to file the required paperwork and pay the administrative fee by the applicable State filing deadline as required by Section 196 of the Federal Agriculture Improvement and Reform Act of 1996.
- I understand that I have applied for 2001 or 2002 CDP benefits and that I purchased, in the case of insurable commodities, crop insurance, and in the case of noninsurable commodities, NAP coverage, for all crops for which I am applying for 2001 or 2002 CDP benefits. With respect to noninsurable commodities for which I am applying for CDP benefits, I certify that I filed the required paperwork and paid the administrative fee by the applicable State filing deadline as required by Section 196 of the Federal Agriculture Improvement and Reform Act of 1996.

1A. Producer's Name (Print): Ron Russell	2A. County Name and Address (Including Zip Code): Stafford County FSA Office 200 Front Street Stafford, Virginia 2300-2000
1B. Producer's Signature: /s/ Ron Russell	
1C. Date (MM-DD-YYYY): 7/7/2003	2B. County Telephone Number (Including Area Code): 123-156-7890

The U. S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status (Not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

15 Linkage Requirement (Continued)

\*--J Linkage Violation Procedure

If a CDP participant does not fulfill the linkage requirement, County Offices shall do the following.

Step	Action
1	Enter a disapproval date on the original automated CDP application according to paragraph 436. The disapproval date shall be the day the County Office becomes aware of the violation.
2	Run the overpayment register according to subparagraph 301 B.
3	Transfer the overpayment to receivables following the procedure in Section 4.
4	Enter the date of the original CDP disbursement as the interest start date.
5	Follow 50-FI to determine the applicable interest rate.

--\*



16 **Qualifying Gross Revenue**

**A Gross Revenue Limit**

A "person" is not eligible for benefits under the 2001 or 2002 CDP who has a gross revenue in excess of \$2.5 million for the previous tax year.

The County Office shall:

- review CCC-565 with each applicant
- ensure that the applicant understands that the certification is for the "person" and that each "person" must complete and sign CCC-565.

**B Annual Gross Revenue**

This table provides guidance in determining a "person's" gross revenue.

<b>IF the total gross revenue received by the "person" is...</b>	<b>THEN the annual gross revenue for the "person" is the total gross revenue received from...</b>
more than 50 percent from farming, ranching, and forestry operations	farming, ranching, and forestry operations in the applicable tax year.
50 percent or less from farming, ranching, and forestry operations	all sources in the applicable tax year.

**Note:** "Person" determinations shall be made according to 7 CFR Part 1400, Subpart B, and 1-PL, Parts 2 and 4, and shall include all entities in which the individual or entity has an interest, whether or not those entities are engaged in farming. Each member of a joint operation applying for 2001 or 2002 CDP must certify to gross revenue.

## 16 Qualifying Gross Revenue (Continued)

### C Treatment of Certain Types of Income

Income received from the sale of real estate or any other property is:

- included in the total gross receipts in the determination of gross revenue
- not included as income from farming, ranching, or forestry operations, even if the land has been used for farming, ranching, or forestry.

Payment received by a producer for contract work or custom work performed off the farm, or for the use the producer's property or machines, will be considered income from farming, ranching, and forestry operations.

**Note:** See Exhibit 6 for examples of gross revenue determinations.

### D COC Review of Gross Revenue

In questionable cases, COC shall:

- review County Office records and use personal knowledge of the "person's" interest to determine whether COC is satisfied that the "person" is **not** likely to have exceeded the \$2.5 million gross income threshold
- identify those "persons" for whom COC has insufficient information to determine whether the qualifying gross revenue limitation has been exceeded

**Notes:** Notify these "persons" that evidence of eligibility must be provided.

Evidence may be whatever is required for the reviewing authority to establish eligibility.

The reviewing authority may accept documentation from a certified public accountant **provided** the documentation provides sufficient evidence for COC to determine that the "person's" gross income does not exceed \$2.5 million.

- document in COC minutes the cases reviewed, determinations made, and basis for determinations.

**Note:** COC's shall not require income tax returns. However, COC must be satisfied that the "person" has not exceeded the \$2.5 million qualifying gross revenue limitation. The producer may provide whatever documentation is needed to establish eligibility.

**16 Qualifying Gross Revenue (Continued)****D COC Review of Gross Revenue (Continued)**

COC shall ensure that no payment is issued to any producer who has not satisfactorily established eligibility for payment.

**Note:** County Offices shall ensure that "persons" are loaded into the eligibility file according to 2-PL.

**E Total Income Inclusions**

Total income and total gross receipts, before any reductions, shall be used to determine gross revenue. The amount shall not be adjusted, amended, discounted, netted, or modified for any reason. No deductions for costs or expenses are allowed.

**F Using IRS Records**

COC's are not authorized to require IRS tax records. However, the "person" may volunteer tax information to COC. If the "person" voluntarily provides IRS tax records, COC may use the information to determine eligibility.

**Note:** If the "person" voluntarily provides IRS tax records, a copy of these records shall be made, date stamped when received, and placed in the "person's" eligibility file.

IRS forms may not contain all necessary information from which to make an appropriate determination of eligibility. Therefore, additional documents may be required to make eligibility determinations.

**Note:** The definitions of "qualifying gross revenue" and "gross income" are not the same as IRS definitions of "gross income". In many instances, a "person's" taxable gross income is smaller than qualifying gross revenue. Ensure that all the provisions of this paragraph are applied when determining qualifying gross revenue for disaster payment eligibility purposes.

16 Qualifying Gross Revenue (Continued)

G Example of CCC-565

The following is an example of a completed CCC-565.

<p><b>CCC-565</b> U.S. DEPARTMENT OF AGRICULTURE (05-27-03) Commodity Credit Corporation</p> <p style="text-align: center;"><b>DISASTER ASSISTANCE GROSS REVENUE CERTIFICATION STATEMENT</b></p>			<p>1A. COUNTY FSA OFFICE NAME AND ADDRESS (Including Zip Code)</p> <p>Stafford County FSA Office 200 Front Street Stafford, Virginia 23000-2000</p>		
<p>2A. NAME</p> <p>Ron Russell</p>			<p>2B. ID NO. (Social Security or Tax ID.)</p> <p>121-11-7309S</p>		<p>3. DISASTER YEAR (Check One)</p> <p>2001 <input checked="" type="checkbox"/> 2002 <input type="checkbox"/></p>
<p>1B. TELEPHONE NO. (Area Code) 123 156-7890</p>					
<p>Explanation of Gross Revenue Provision:</p> <p>A "person" who has gross revenue in excess of \$2.5 million for the tax year preceding the year for which disaster assistance is requested will not be eligible to receive benefits. For the purposes of this determination, "gross revenue" means:</p> <ul style="list-style-type: none"> <li>• the total gross receipts from farming, ranching and forestry operations if the "person" receives more than 50 percent of the gross revenue from farming, ranching and forestry operations</li> <li>• the total gross receipts from all sources if the "person" receives 50 percent or less of the gross revenue from farming, ranching and forestry operations.</li> </ul> <p>(Definition of "person" and examples on the Page 2 of this form)</p>					
<p><b>Note:</b> This certification must be completed by each applicant for disaster assistance or an authorized representative of the applicant. If the applicant is a joint operation, each member of the joint operation must complete a certification.</p>					
<p><b>CERTIFICATION OF GROSS REVENUE</b></p>					
<p>4. I certify that for the most recent tax year preceding the year for which benefits are requested:</p> <p><input type="checkbox"/> More than fifty percent of the "person's" gross annual revenue was received from farming, ranching and forestry operations, and the "person's" gross annual revenue from these operations <b>was not</b> in excess of \$2.5 million.</p> <p><input checked="" type="checkbox"/> Fifty percent or less of the "person's" gross annual revenue was received from farming, ranching, and forestry operations, and the "person's" gross annual revenue from all agricultural and nonagricultural sources <b>was not</b> in excess of \$2.5 million.</p> <p><input type="checkbox"/> The "person's" gross annual revenue, as determined by the definitions and the examples provided, was <b>in excess</b> of \$2.5 million.</p>					
<p>5. Sign Here</p> <p>/s/ Ron Russell</p>				<p>6. Date (MM-DD-YYYY)</p> <p>06-06-2003</p>	
<p>Evidence that may be required to validate certification include tax records, accountant's certification, or other documents necessary to provide the required information.</p>					
<p><b>NOTE:</b> The authority for collecting the following information is Pub. L. 108-7, Agricultural Assistance Act of 2003. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</p> <p>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is The Agricultural Assistance Act of 2003 (Pub. L. 108-7) and 7 CFR Part 1480 as amended. The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility. In addition to the already published routine uses, this information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court magistrate or administrative tribunal. All information provided herein is subject to verification by the Commodity Credit Corporation. As provided in various statutes, failure to provide true and correct information may result in civil suit or criminal prosecution and the assessment of penalties or pursuit of other remedies. <b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</b></p>					
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## 16 Qualifying Gross Revenue (Continued)

## G Example of CCC-565 (Continued)

CCC-565 (Page 2) (05-27-03)

## ELIGIBILITY FOR DISASTER ASSISTANCE

A "person" who has a gross revenue in excess of \$2.5 million for the tax year preceding the year for which disaster assistance is requested will not be eligible to receive benefits. For making this determination, gross revenue means the total gross receipts from farming, ranching and forestry operations if the "person" receives more than 50 percent of the gross revenue from farming, ranching and forestry; or the total gross receipts from all sources if the "person" receives 50 percent or less of the gross revenue from farming, ranching and forestry.

## DEFINITIONS

Person means person as defined in regulations at 7 CFR Part 1400 and all rules with respect to the determination of a person found in that part shall be applicable. All person determinations made for the purposes of determining gross revenue shall also take into account any affiliation with any entity in which that person, individual or entity has an interest, irrespective of whether or not such entities are considered to be engaged in farming. A person may be an individual, a member of a joint operation, a partner of a general partnership, a corporation, joint stock company, association, limited stock company, limited liability company, limited partnership, irrevocable trust, revocable trust combined with the grantor of the trust, estate, charitable organization, or a State, political subdivision, or agency thereof.

Gross revenue (receipts) from farming, ranching, and forestry, means the gross revenue (receipts) the person received from all agricultural sources. There shall be no adjustments or reductions made in determining gross revenue (receipts) from farming, ranching, and forestry, including nursery operations.

Gross revenue (receipts) from all agricultural and nonagricultural sources, means the total revenue received by the person for the tax year from wages, rents, royalties, sales, or any other type of income. This figure must be the gross revenue before ANY adjustments or reductions. For example, if a person buys feeder cattle, fattens them, and sells them, the gross revenue would be the total revenue received when the cattle were sold. There shall be no reduction for such things as the purchase price of the cattle or for feed costs.

## EXAMPLES FOR DETERMINING QUALIFYING GROSS REVENUE

**Example 1**

**Producer with outside interests.** Farmer and rancher A. Bravo's gross receipts from the sale of wheat and cattle were \$50,000. Mr. Bravo also owns 51 percent of A. B. Grain and Seed Co., Inc. The grain and seed business had gross receipts of \$3,000,000 from the sale of owned grain and seed. Mr. Bravo and A. B. Grain and Seed are considered one "person" for program payment limitation and gross revenue purposes.

**Determination.** Less than a majority of Bravo's gross annual revenue was from farming, ranching, and forestry. Therefore, Bravo's qualifying gross revenue is \$3,050,000, the amount from all sources. Since this amount exceeds \$2.5 million, Mr. Bravo is ineligible for disaster assistance.

**Example 2**

**Husband and Wife.** John Doe's gross receipts from farming were \$2,000,000. Jane Doe's receipts from her real estate and insurance business were \$600,000. John and Jane are considered one "person" for program payment limitation and gross revenue purposes.

**Determination.** The majority of the "person's" gross revenue is from farming, ranching, and forestry. Therefore, John's qualifying gross revenue is \$2,000,000, only the amount from farming, ranching, and forestry. This amount is less than \$2.5 million and John is eligible for disaster assistance, if all other requirements are met.

**Example 3**

**Sale of real estate and other property.** Producer Giorgio's farm income from grape production is \$1 million. Giorgio also sold part of the vineyard and grape handling equipment for \$1.6 million. The total income and receipts from all sources is \$2.6 million.

**Determination.** The \$1.6 million for the sale of the vineyard and equipment is not considered income from farming, ranching, and forestry operations. The \$1 million Giorgio received from farming is less than 50 percent of the of the "person's" total income and receipts. Therefore, the "person's" gross revenue is the \$2.6 million received from all sources. Giorgio is ineligible for disaster assistance.

**Example 4**

**Producer with other agricultural interests and payment for contract work.** Producer B. Mower's income from the production of commodities and livestock in the applicable year is \$2 million. Mower also holds majority interest in Hay King Inc., a custom haying business. Hay King, Inc., had total receipts of \$1 million for services performed.

**Determination.** Mower and Hay King, Inc., are considered one "person" for program payment limitation and gross revenue purposes. The income from custom haying is considered farm income. Therefore, the total gross revenue for the "person" is the total revenue and receipts from Mower and Hay King, Inc., combined for a total of \$3 million. Mower is ineligible for disaster assistance.

**Example 5**

**Producer with other non-agricultural interests and payment for custom services.** Producer John Jones sold his crop production for \$1.5 million. Jones also received \$100,000 for custom work performed. Jones is also majority stockholder of Jones Furniture, Inc., which had a gross income of \$1.5 million. Jones and the entity are considered one "person" for program payment limitation and gross revenue purposes. The total gross income and receipts for the "person" are \$3.1 million. However, the income received from farming, ranching, and forestry operations, which includes the income from custom work is more than 50 percent of the "person" total income and receipts. Therefore, only that income is considered as the gross revenue. Jones is eligible for disaster assistance if all other requirements are met.

**17 Conservation Compliance****A Producer Requirements**

HELC/WC provisions apply to the 2001/2002 CDP. If AD-1026 is not on file for the applicable year of the CDP application, the producer shall complete and certify compliance before any payment is issued.

When assisting producers in completing AD-1026, County Offices shall follow instructions in 6-CP, with the following exceptions:

- enter the applicable year (2001 or 2002) in item 3
- generate a current AD-1026A and manually make any known changes to reflect the status of the producer's farming operation in the applicable year
- instruct the producer to answer the questions applying them to the year of the disaster application.

**B Question 8 on AD-1026**

If question 8 is answered "yes", AD-1026 shall be signed by the producer in item 11, and referred to NRCS. The producer must be informed of all needed NRCS determinations before signing the certification in item 13.

**C Question 10 on AD-1026**

Question 10 should only be answered "yes" if the producer conducted the listed activities during the crop year designated in item 3.

**D 027 Flags**

After the producer signs item 13 on AD-1026 certifying compliance, the County Office shall update the 027 and A027 flags in the tract file with "Y" according to 3-CM (Rev. 3), subparagraph 181 D and 6-CP, paragraph 222 for the applicable year.

**Note:** See 3-CM (Rev. 3) if the producer is associated with a farm.

## 18 Administrative Offset and Bankruptcy

### A Administrative Offset

2001 or 2002 CDP payments shall be subject to administrative offset.

### B Bankruptcy

Bankruptcy status does not exclude a producer from requesting disaster benefits.

Contact the OGC Regional Attorney for guidance on all bankruptcy cases involving requests for disaster benefits.

## 19 Payment Limitations

### \*--A 95 Percent Cap

The Agricultural Assistance Act of 2003 states, "Assistance provided under this section to a producer for losses to a crop, together with the amounts specified in paragraph (2) applicable to the same crop, may not exceed 95% of what the value of the crop would have been in the absence of the losses, as estimated by the Secretary."

Payments specified in paragraph (2) in the Agricultural Assistance Act of 2003 include the following:

- any crop insurance payment made under the Federal Crop Insurance Act
- the value of the crop that was not lost.

Ninety-five percent of the value of the crop in the absence of the loss is calculated by multiplying:

- producer's acres, times
- historic yield, times
- price, times
- 95 percent.

**Notes:** Producer's acres equal acres times producer's share.

Historic yield equals the higher of the producer's APH or county crop table yield.

Price equals the higher of the APH price of NASS seasonal average price.--\*

**19 Payment Limitations (Continued)****A 95 Percent Cap (Continued)**

The total crop value is determined by adding:

- CDP payment, plus
- net indemnity payment, plus
- value of production not lost.

**Notes:** CDP payment includes both production and quality loss compensation.

Net indemnity is the gross crop insurance indemnity minus the premium paid by the producer.

The value of the production is the price (higher of APH or NASS seasonal average price) times the net production. The value of production will be adjusted for quality losses.

For value loss crops, the value of production is the Field Market B.

**\*--Note:** See paragraph 116.5 for CCC-564D and instructions for completing CCC-564D.--\*

**B "Person" Limitation**

Payments issued for 2001 or 2002 CDP are limited to \$80,000 per "person" as determined according to 7 CFR Part 1400, Subpart B, and 1-PL, Part 4.

**C Payment Limitation Control**

Each applicant shall complete the applicable CCC-502 to describe their 2001 or 2002 farming operation. County Offices shall use the information provided on the completed CCC-502 to make the "person" determination. If an applicant has a current CCC-502 on file for other program purposes, do not require a separate CCC-502 for disaster purposes.

**Note:** The actively engaged in farming, permitted entity, cash rent tenant, and foreign person rules do **not** apply.

**D Multi-County "Persons"**

If a control county is not currently designated for the "person" requesting disaster benefits, select the control county according to 1-PL.

**19 Payment Limitations (Continued)**

**E Combined Public Entities**

The \$2.5 million gross revenue provision and the \$80,000 payment limitation apply to combined public entities such as States, political subdivisions, and agencies thereof.

All State agencies, divisions, and political subdivisions, such as cities, towns, and municipalities, are combined as 1 "person" for program payment eligibility and payment limitation purposes. See 1-PL, subparagraph 256 A.

Combined State producers shall not be denied the opportunity to participate in CDP providing all payment eligibility requirements, including the gross revenue provision, are met.

**20 Assignment of Payment**

**A Assigning Disaster Payments**

Payments issued under CDP may be assigned according to instructions in 63-FI.

Producers must:

- complete either CCC-36 or CCC-37
- submit the request to the administrative County Office on or after February 20, 2003.

**\*--21 Telefacsimile Signatures**

**A Accepting FAXed Signatures**

FAXed signatures may be accepted on all CDP application forms and related documentation according to 1-CM.--\*

**22-24 (Reserved)**



**Part 3 Establishing Unit Loss**

**25 Crop Definition**

**A Overview of Payment Group**

A payment group defines which crops, types, practices, and intended uses are combined to determine the overall loss for a unit. A payment group consists of a pay crop, pay type, and planting period.

The following rules are generally used to create payment groups:

- crop insurance CAT level for insurable crops
- NAP rules for noninsurable crops.

The disaster crop table shows the pay crop, pay type, and planting period for all approved crops for the county. All planted or prevented planted crops, types, practices, and intended uses for a specific pay crop, pay type, and planting period must have a loss calculated. The overall loss is determined by summarizing all losses with the same pay crop, pay type, and planting period.

**Example of an insurable crop:**

Pay Crop	Pay Type	Planting	Type or Variety	Practice	Intended Use
Wheat	011	01	HAD, HRS, HRW	I, N	Gr
Wheat	002	01	HAD, HRS, HRS	I, N	Fg

**Example of a multiple planted crop:**

Cucumbers	01	01	ENG, OTH, PKL	I, N	Fh, Pr
Cucumbers	01	02	ENG, OTH, PKL	I, N	Fh, Pr

26 Units of Measure

**A Application**

Use the same unit of measure for all data for each crop within a State, such as, but not limited to:

- determining crop production
- establishing a crop yield and market price.

**B Production and Yields**

Use the smallest unit of measure in the table below which lends itself to the greatest level of accuracy with minimal use of fractions.

Unit of Measure	Expressed
Pounds, ounces, bushels, inches, dozen gallons	Whole number
Tons	Hundredths
Hundredweight (cwt.), that is, 100.99 cwt.	
Flowering tree or shrub	Whole number (1 each)
Field- or container-grown plants or bushes	
Flats	Whole number
Square yard	
Containers, bunches, stems, pieces, lugs, cartons, barrels, boxes, crates	<p>Whole number</p> <p><b>Note:</b> All units shall include the size and weight, as applicable, and be consistent across the entire State. STC shall ensure that both the yield and average market price are based on the same size or weight. If the size or weight is the same as a self-defined unit of expression, such as pound, ton, etc., use the self-defined unit of expression.</p>

**Note:** Use the FCIC-established units of measure on all crops for which there is an insurance plan available in the State. Use NAP-established units of measure on all crops for which there was an approved NAP price and yield.

**27 State-Established Yields****A Source of County Average Yield**

The county average yield is the olympic average of the 1996 through 2000 county yields.

**Note:** For producers that do not have a 2001/2002 APH/approved yield calculated, the county average yield will be used. County Offices shall not calculate approved yields disaster benefits if production reports for 2001/2002 NAP yields were not submitted before enactment of Pub. L. 108-7 (February 20, 2003).

**B Changes or Additions to County Average Yields**

State Offices are required to submit STC-approved yield changes or additions to DAFP using the following procedure.

- Consult with County Offices to determine needed corrections or additions to the yield data. COC recommendations shall be documented in the COC minutes to indicate the source of the yield data used, the number of years in the average, etc. STC representative shall concur with COC yield recommendations or work with COC to establish an acceptable yield.
- Use the following sources, in the order shown, based on 1996 through 2000 crop years, to establish county average yield recommendation:
  - available NASS data
  - other government sources, such as Extension Service, State Department of Agriculture, Bureau of the Census, etc.
  - other reliable sources, such as universities, buyers, and co-ops.
- Yields shall be established by practice, type, and use, if applicable.
- STC minutes shall include yield determinations and documentation to support corrections or additions to county average yields.
- State Office shall verify that yields are comparable with yields established for adjoining counties and States.
- Correct or add yields using the Intranet web process. No documentation is required to be sent to DAFP.

**27 State-Established Yields (Continued)**

**C Irrigated Yields**

If the county has both irrigated and nonirrigated acreage, a yield must be established for each practice.

**D Value Loss Crops**

Yields do not apply to value loss crops.

**E Yield Factors for Special Cases**

County average yields for fruit and nut crops may not be representative of a producer's yield because of variations in age, spacing, etc. See paragraph 104 for guidance in making yield reductions. All other yield adjustments must be made according to subparagraph B.

28 Payment Rates

A Rate

This table shows the base rate for eligible crops.

IF the crop is...	THEN...
insurable by RMA and RMA has established <b>1</b> rate nationwide	use the nationwide rate in all counties in all States.
insurable by RMA somewhere in the State (even if not available in every county) and RMA has <b>1</b> rate Statewide	use the Statewide rate in all counties.
insurable by RMA and rates vary by county or crush district	use the RMA rate if insurance is available in that county. If insurance is not available determine a rate that is representative, but not greater than the RMA rate.
durum	use the durum rate in those counties where RMA has established a durum rate and the wheat rate in all other counties.
insurable by RMA but only has 1 rate for all markets  <b>Note:</b> This is an exception to the first rule and second rule. These cases must be submitted for DAFP approval with supporting documentation.	establish rate for second and third market by multiplying the RMA rate by the ratio of the second and third market to the first market. The ratio is based on NASS data for 1996 through 2000.  <b>Example:</b> RMA has a rate of \$6.00 for apples. NASS data indicated a fresh market rate of \$8.00 and a processed market rate of \$2.00. STC shall use the RMA rate of \$6.00 for apples sold for fresh. The apples sold for the processing rate is established by multiplying the RMA rate (\$6.00) by the ratio of the processed market rate (\$2.00) to the fresh market rate (\$8.00). The processed rate is established at \$1.50. ( $\$6.00 \times \$2.00/\$8.00 = \$1.50$ )
noninsurable	establish a 5-year average according to subparagraph B.
value loss	follow procedure in Part 8.

## 28 Payment Rates (Continued)

### B Procedure for STC-Established Rates

Use the FCIC insurance price for insurable crops.

**\*--Note:** For 2001, the price for peanuts is:

- \$.31 for quota
- \$.16 for additional.

The price provided in the crop table will **not** be used.--\*

Establish the rate for noninsurable crops by:

- obtaining market rates for each crop for the 1996 through 2000 crop years
- calculating an olympic 5-year average.

**Note:** Market rate is on a harvested basis without the inclusion of transportation, storage, processing, packing, marketing, or other post-harvest expenses.

If 5 years of data is not available for determining rates, STC shall:

- obtain as many years of data as possible within the 1996 through 2000 crop years
- use the available data and STC's best judgment to establish base rates representing the average market rate for the crop.

**Note:** STC-recommended rates must be greater than or equal to zero.

Cultural practices, such as organically grown crops, carried out to receive higher market rates shall not have separate rates for CDP purposes.

Update rates and factors using the Intranet web process.

### C Secondary and Tertiary Rates

State average rates must be established for each intended use of the crop. If there is a secondary or tertiary use of the crop, the State Office shall establish a State average rate for each use.

**Example:** Fresh v. processed.

**28 Payment Rates (Continued)****D Sources of Information for Noninsurable Crops**

STC's shall use **the best available information** when recommending the average market price. Sources of information may include, but are not limited to:

- NASS (use if available)
- CSREES
- FCIC prices for similar crops
- Rural Development
- County Agricultural Commissioners Office
- local markets
- COC's knowledge
- prices in similar areas
- other applicable sources.

**E Payment Factors**

In the case of all crops that are produced with a significant and variable harvesting expense, STC's shall do the following:

- establish Statewide payment factors for each crop type, and intended use:
  - planted but not harvested (unharvested factor)
  - prevented from being planted because of an eligible disaster condition (prevented factor)

**Note:** The same payment factor must be used for both irrigated and nonirrigated.

- for all crops, acquire the best available data from CSREES, NRCS, and other reliable sources to determine the total costs associated with producing each crop
- follow procedure in this subparagraph and 1-NAP (Rev. 1), paragraph 109.

**Note:** See subparagraph F for establishing adjusted payment factors.

## 28 Payment Rates (Continued)

**F Adjusted Unharvested Factor**

For a limited number of crops, the production inputs vary significantly depending on the date that the crop is abandoned or destroyed. For 2001 or 2002 CDP, STC's are authorized to establish an adjusted unharvested factor for those cases that are not accurately factored. The adjusted factor is in addition to the unharvested factor established in the crop table and must always be lower than the original factor.

STC may set an adjusted unharvested factor for a crop if all the following apply:

- production inputs significantly increase during the growing season for the crop
- because of the significant difference, the established unharvested factor does not reflect the lower inputs incurred by producers who destroy their crop early in the growing season
- a date can be established by which the inputs increase.

**Example:** The unharvested factor is set based on the harvest cost, therefore it assumes that most other production costs are incurred. A producer plants cotton but destroys it shortly after planting. This producer has not incurred costs such as irrigation, herbicides, insecticides, and boll weevil assessment. STC may establish an adjusted factor to apply to this producer to reflect the lower inputs.

See paragraph 61 for applying payment factors.

The adjusted unharvested factor applies only to crops having significant variances in input costs. It is expected that this provision will apply to a limited number of crops. STC's shall:

- thoroughly document in the minutes all data used to establish the factor
- provide adjusted factors and dates to applicable COC's.

**Note:** The adjusted factor shall not be entered in the crop table. The software will allow the user to override the original factor in the worksheet process with the adjusted factor on a case-by-case basis. See paragraph 61.

## 29 Reviewing Payment Rates and Yields

### A Yield Review

DAFP will review rates and yields as an ongoing oversight process. State Offices shall submit documentation to support the STC-approved yield and/or rate to DAFP upon request and shall include the following:

- source of data
- number of years of available data
- basis for determination.

**Note:** COC minutes shall also contain documentation, such as source of data, number of years, etc., for yields that COC recommends to the State Office for concurrence by DAFP.

## 30 Units

### A Defining Units for Insured Crops

For insured crops, units will be downloaded from RMA. Use the insured producer's existing unit structure that may include optional units. No changes shall be made to the downloaded units, except as follows.

**Exceptions:** RMA does not use basic units for those producers that purchased GRP insurance or other plans of insurance with enterprise units. The enterprise unit is comprised of all insurable acreage of the crop that the producer has a share in the county.

For those producers listed on the RMA download with plan code of 12 or 73, those producers with enterprise units, or insured by written agreement, County Offices are required to establish basic units according to the following procedure for uninsured and noninsurable crops.

**30 Units (Continued)****B Defining Units for Uninsured and Noninsurable Crops**

Basic units must be established for uninsured crops and if not previously established, for \*--noninsurable crops. A basic unit is all acreage of the eligible crop, in the administrative--\* county, for the crop year, under either of the following criteria:

- the person has 100 percent crop share
- acreage is owned by 1 person and operated by another person on a share basis.

**Note:** A crop shared with each different landlord, tenant, or sharecropper is a separate basic unit. Reversed roles do qualify for separate basic units. Varying percentages of shares within a basic unit do not qualify for separate basic units.

Land rented for cash, a fixed commodity payment, or any consideration other than a share in the crop on the land will be considered as owned by the lessee.

No other units are permitted.

**Example:** If, in addition to the land the person owns, the person rents land from 5 different landlords, 3 on a crop-share basis and 2 on a cash basis, then 4 units will be established; 1 unit for each crop-share lease and 1 unit that includes the 2 cash leases and the land owned by the person.

\*--Create units according to 1-NAP (Rev. 1), paragraph 796.--\*

## 31 Determination of Historic Yields

### A Definition of Historic Yield

Historic yield for:

- insured crops is the higher of the crops APH, or the county average yield
- uninsured crops is the county average yield because no 2001/2002 APH exists
- noninsurable crops with an approved 2001/2002 NAP yield is the higher of the approved NAP yield established according to 1-NAP (Rev. 1) or the county average yield
- noninsurable crops with no approved NAP yield, the county average yield
- \*--insured crops which are treated as noninsurable, according to paragraph 30, is the higher of APH or county average yield.--\*

For crops insured in 2001/2002, both an APH/approved yield and a county average yield will be included in the county software. The system will automatically select the higher of the 2 yields. Different producer's sharing in the crop on the same unit, but with different APH's, could have benefits calculated using an APH yield for 1 and the county average yield for the other.

**Note:** The 2001/2002 NAP-approved yield will not be included in the county software. The county must compare manually and use the highest.

County average yields will be downloaded to counties after concurrence by DAFP and cannot be changed or entered at the county level. APH yields for 2001/2002 insured crops will be downloaded by KC-ITSDO. Established approved yields for NAP crops must be obtained manually. See subparagraph B for additional information on source of APH yields and county average yields.

**31 Determination of Historic Yields (Continued)**

**B APH/Approved Yields Data Included in Software**

Yields for all crops for which applications are filed must be included in the county disaster crop table before benefits can be calculated and application data uploaded. APH yields will be included in county software as follows.

- **APH yields for insured crops** will be downloaded from KC-ITSDO based on RMA data. Producers will be responsible for working with their Regional Office (Exhibit 9) in situations where they disagree with the APH downloaded.
- **APH yields for uninsured crops** will be zero since producers have no 2001/2002 APH approved yields.

For producers never having an approved yield calculated for NAP purposes, production evidence must have been submitted before enactment of Pub. L. 108-7 (February 20, 2003).

**32-34 (Reserved)**

**Part 4 Eligible Acreage****35 Acreage Reports****A Acreage Source**

RMA will provide acreage for insured crops.

For uninsured and noninsurable crops, FSA-578's timely filed or accepted as late-filed according to this paragraph shall be used.

**B Late-Filed Reports**

Acceptable late-filed reports include the following:

- late acreage reports previously filed for DCP history purposes
- late acreage reports for 2001 or 2002 filed for CDP purposes if signed no later than the established application deadline
- \*--late-filed acreage reports for 2001/2002 CDP purposes may only be accepted for the crops **listed on CCC-564.**--\*

**Note: For CDP purposes, late-filed fees are not applicable.**

**C Late-Filed Procedure**

Late acreage reports for CDP purposes shall be filed in the automated System 36 according to 2-CP.

35 Acreage Reports (Continued)

**D Acceptable Late-Filed Acreage Reports**

Acreage reports will be accepted when the producer provides acceptable evidence of the existence **and** disposition of the crop according to this table. The report cannot be used for any other purpose.

<b>IF the evidence is to prove...</b>	<b>THEN COC may accept nonphysical evidence, such as...</b>
existence of the crop	<ul style="list-style-type: none"> <li>• seed receipts showing the amount, variety, and date purchased</li> <li>• receipts for cleaning, treating, etc., for the seed planted</li> <li>• documentation obtained and certified by another government agency indicating the acreage, location, and crop year</li> <li>• a written contract or documentation of an oral contract to produce a specific crop</li> <li>• aerial slides, if a positive determination can be made of the crop' s identity and boundaries.</li> </ul>
disposition of the crop	<ul style="list-style-type: none"> <li>• receipts, ledger sheets, diary, log book, or similar producer records showing the number and units sold</li> <li>• a written contract or documentation of an oral contract to produce a specific crop</li> <li>• if unharvested, producer must provide a statement which shall include final use, date of destruction, method of destruction, and any supporting farm records</li> <li>• records showing the crop was fed to livestock</li> <li>• positive documentation of payment for custom harvesting indicating acreage, location, and crop year.</li> </ul>

**Note:** Third party verification may be used to document either the existence **or** disposition of the crop, not both. As an example, a producer may document the existence of the crop with a written certification from the Extension Agent (third party verification), and document disposition through a ledger sheet accounting for daily road side stand sales of the crop.

**35 Acreage Reports (Continued)**

**E Who May File a Late FSA-578**

County Offices shall accept FSA-578 certification from 1 of the following:

- farm operator
- farm owner
- person authorized by power of attorney
- tenants and share croppers, but only for crop acreage for which the person has a share.

**F Intended Use**

COC may require additional information from the producer to verify the intended use of the crop listed on the acreage report. COC should consider all available information including, but not limited to:

- type of seed purchased
- past planting history
- cultural practices used
- sales contracts.

COC may attribute prevented planting acreage, planted acreage, and production to a lower value use, as listed on the county crop table, if higher valued uses cannot be verified to COC's satisfaction.

## 36 Prevented Planting Acreage

### A Prevented Planting Eligibility

Eligible prevented planted acreage will be considered separately from planted acreage of the \*--same crop when determining losses. However, with respect to the 95 percent cap, prevented planted acreage will **not** be considered separately from planted acreage of the same crop.--\* The following requirements must be met to be eligible for prevented planting payments.

In most cases, eligibility determinations do not need to be made for insured producers. See subparagraph 8 G for denying assistance on insured applications.

- For insured crops, RMA data must show that the producer qualified for a prevented planting payment.

**Exception:** The following crops may be insured in 2001 or 2002, but do not have prevented planting coverage as part of the crop insurance policy. County Offices shall make an eligibility determination for these crops according to the uninsured/noninsurable crop prevented planting provisions:

- peppers
  - tomatoes (fresh market)
  - sweet corn (fresh market)
  - tomatoes (processing).
- For uninsured, noninsurable, and insured crops the producer must have been prevented from planting the crop by an eligible disaster condition that:
    - prevented most producers from planting on acreage with similar characteristics in the surrounding area
    - began no earlier than:
      - 2001 planting season, if applying for 2001 CDP
      - 2002 planting season, if applying for 2002 CDP.

## 36 Prevented Planting Acreage (Continued)

### B Eligible Prevented Planting Acreage

For insured crops, eligible prevented planting acreage is acreage of the crop for which RMA data indicates the producer received a prevented planting payment.

For uninsured and noninsurable crops, the number of acres approved for prevented planting within a unit shall be the lesser of the:

- prevented planted acres reported for 2001 or 2002, as applicable, for the crop
- maximum acres planted and prevented from being planted in any 1 of the previous 4 crop \*--years minus the acres planted to the crop in 2001 or 2002, as applicable--\*
- acres of cropland in the unit minus the sum of all crops planted acres and any other crop-approved prevented planting acres.

For a crop type/variety for which separate prices or yields are established, the history used to determine the eligible acres must be for the same crop type/variety.

**Notes:** For crops grown under a contract specifying the number of acres contracted, the eligible acres must be further limited to not exceed the number of acres specified in the contract minus planted acres.

For crops grown under a contract specifying a quantity of production that will be accepted, determine the contracted acreage by dividing the quantity of production stated in the contract by the historic yield.

A producer may file FSA-578 for prevented planted acreage report. Late-filed FSA-578's will not be accepted for the purpose of establishing planting and preventing planting history.

**Example 1:** Producer A planted 236 acres of cotton in 2001 and requests a prevented planting payment on 553 acres of cotton. In reviewing the producer's history from the last 4 years, the maximum acres planted and prevented from planting was 534 acres. Although it appears the producer intended to plant 789 acres, the producer will be limited to his or her history of 534 acres minus any planted acreage. In this example, the producer would be eligible for only 298 acres (534-236).

**36 Prevented Planting Acreage (Continued)****B Eligible Prevented Planting Acreage (Continued)**

**Example 2:** Producer B had a history of planting and prevented planting 200 acres of peanuts. In 2001, the producer planted 100 acres of peanuts and 50 acres of wheat. The total cropland available for the unit is 220 acres. It appears Producer B is eligible for prevented planting on 100 acres of peanuts; however, because there are only 70 acres of cropland remaining unplanted in the unit, the producer will be eligible for only 70 acres of peanut prevented planting.  $220$  (cropland) minus  $100$  (peanuts) minus  $50$  (wheat) =  $70$  acres available for prevented planting.

**Example 3:** Producer C intended to plant 350 acres of wheat in 2002. Producer C was unable to plant any acreage to wheat. In reviewing the producer's history from the last 4 years, the maximum acres planted and prevented from planting was 300 acres. Producer C has 450 acres of cropland in the unit. In 2002, the producer planted 300 acres of soybeans and 150 acres of corn. Producer C will be ineligible for any prevented planting payment for wheat because the producer was able to plant the entire unit to other commodities.

Planting and prevented planting history credit is specific to the producer **and** county.

**C History on Former CRP Land**

Land that was formerly in CRP during any of the 4 years previous to the disaster year may be used to meet the prevented planting history requirement. History credit is limited to the crop and acreage listed on CRP-15.

**D Prevented Planting Acreage Not Covered**

For uninsured or noninsurable crops, prevented planting coverage is not provided for any prevented planted acreage of the crop:

- that does not consist of at least 20 acres or 20 percent of the intended acreage in the unit, whichever is less
- for uninsured crops that are unclassified for insurance purposes
- that is used for conservation purposes or intended to be left unplanted under any USDA program

## 36 Prevented Planting Acreage (Continued)

**D Prevented Planting Acreage Not Covered (Continued)**

- if the producer or any other person received a prevented planting payment for any crop for the same acreage (excluding share arrangements)
- if any crop from which any benefit is derived under any program administered by USDA is planted and fails on the same acreage

**Exceptions:** STC-approved crops established under the multiple cropping provisions in subparagraph 37 B.

Repeat crops with approved multiple planting periods as defined in subparagraph 7 D.

- if any crop other than a cover crop was harvested, hayed, or grazed on the acreage

**Exceptions:** STC-approved crops established under the multiple cropping provisions in subparagraph 37 B.

Repeat crops with approved multiple planting periods as defined in subparagraph 7 D.

- that a cash lease payment is received for the use of the same acreage for the same crop year unless the lease was for haying and grazing rights only and was not a lease for use of the land
- for which planting history or conservation plans indicate that the acreage would have remained fallow for crop rotation purposes
- that exceeds the eligible prevented planted acres or number of acres physically available for planting
- for which the producer cannot provide proof that he or she had the inputs such as seed, chemical, and fertilizer available to plant and produce a crop with the expectation of at least producing a normal yield
- for an irrigated practice if adequate irrigation facilities were not in place to carry out an irrigated practice on the acreage before the eligible disaster condition that prevented the producer from planting the crop.

## 36 Prevented Planting Acreage (Continued)

**E Multiple-Cropped Acreage**

Prevented planting payments are not provided on acreage that had either a previous or subsequent crop planted on the acreage, **unless** the producer has a history of multiple cropping and the county is approved for multiple cropping according to paragraph 37 or the crop is a repeat crop meeting eligibility conditions in subparagraph 7 D.

**F Crops Not Eligible for Prevented Planting**

The following crops are **not** eligible for prevented planting benefits under 2001/2002 CDP:

- aquaculture, including ornamental fish
- beans (fresh market):
  - pole
  - wax
  - snap
- cabbage (following types):
  - red
  - hybrid
- Christmas trees
- cultivated wild rice
- ginseng root and ginseng seed
- grape crops
- honey
- maple sap
- millet
- mint
- spearmint
- peppermint
- nursery
- perennial crops, such as:
  - blueberries
  - raspberries
  - strawberries
- perennial forage crops grown for hay, seed, or grazing
- pumpkins
- squash (following types):
  - acorn
  - buttercup
  - butternut
- sweet potatoes
- trees - fruit and nut crops
- turfgrass sod
- vegetable and root stock.

**37 Limitation on Payments for Multiple-Cropped Acreage****A Introduction**

The statute limits the number of 2001 or 2002 crops planted on the same acreage that can receive CDP payment. Payments cannot be earned for losses on more than one 2001 or 2002, as applicable, crop on the same acreage unless there is an established practice on the farm of planting and harvesting 2 or more crops in the same crop year on the same acreage. This limitation applies to insured, uninsured, and noninsurable crops.

For crops planted on acreage not designated as eligible multiple-cropped acreage, all producers having an interest in the acreage shall designate the crop for which assistance is requested, according to this paragraph.

**B Eligible Multiple-Cropped Acreage**

**Both** the following criteria must be met for more than 1 crop to be eligible for benefits when multiple 2001 or 2002 crops are planted on the same acreage:

- the specific crops must be approved by STC as eligible multiple-cropping practices according to subparagraph C
- the farm containing the acreage that is planted to multiple crops must have a history of multiple cropping according to subparagraph D.

**C Establishing Multiple-Cropping Practices**

COC shall submit recommendations to STC using Exhibit 11 for 2001 or 2002 crops to be included as an established multiple-cropping practice. Recommendations shall be submitted as soon as COC is aware of a multiple-cropping situation. For the recommended crops, COC shall certify that:

- the normal growing season is sufficient for the specific crops to be planted on the same acreage with reasonable expectations and realistic possibilities of reaching maturity and being harvested within the same crop year and repeating the cycle in the immediately succeeding crop year
- there is sufficient average rainfall in the county for the designated crops to be planted with reasonable expectation for harvest for the same crop year.

**37 Limitation on Payments for Multiple-Cropped Acreage (Continued)****C Establishing Multiple-Cropping Practices (Continued)**

The recommendation shall include the following:

- \*--the length of the growing season required to carry each crop recommended for established multiple-cropping practice to maturity--\*
- documentation of rainfall amounts needed during the growing season for the specific crops
- data to support rainfall amounts normally received in the county during the growing season for each crop
- the RMA- or COC-established final planting dates for the specific crops
- the COC-established normal harvest date for the specific crops.

**Note:** Include documentation from CSREES and other available sources.

If COC determines that the growing season is sufficient to produce multiple crops in 1 crop year but average rainfall is insufficient, COC may recommend that only acreage with full irrigation facilities available and in use on the specific acreage be determined eligible for a multiple-cropping practice.

Each recommendation for multiple-cropping practices must be acted on by DD and STC before COC can act on disaster applications covering multiple-cropped acreage.

**Note:** Double-cropped recommendations made by COC according to 1-DCP and subsequently approved by STC may be used for purposes of DAP. COC minutes shall reference the applicable minutes of the original determination.

## 37 Limitation on Payments for Multiple-Cropped Acreage (Continued)

### D Farm History for Multiple-Cropped Acreage

The second criteria for eligibility of multiple-cropped acreage is that the farm containing the 2001 or 2002 multiple-cropped acreage must have a past practice of planting multiple crops on the same acreage for harvest in the same crop year. To meet the farm history requirement:

- some acreage on the farm must have been planted to more than 1 crop on the same acreage for the same crop year in the previous year (2000 or 2001, as applicable) or at \*--least 2 of the 4 crop years immediately before 2000 or 2001, as applicable (1996 through 1999 for 2001 applicants or 1997 through 2000 for 2002 applicants)--\*
- the multiple crops planted in the history period do not have to be for the same combination of crops as planted for 2001 or 2002, as applicable
- the multiple crops planted in the history period do have to be a combination approved by STC as an established multiple planting practice according to subparagraph C
- FSA-578 on file must document the planted acreage for each of the crops. FSA-578 shall not be accepted for history purposes after January 1, 2003.

**Example:** In 1996 and 1998 on FSN 88, wheat for grain was planted and harvested, followed by harvested soybeans. For 2001, oats for grain was planted and harvested followed by soybeans. STC approved the combination of wheat for grain and soybeans and the combination of oats for grain and soybeans as eligible multiple-cropped practices. The acreage for 2001 has met both the approved practice criteria and the farm history criteria. Therefore, both the oats for grain and soybeans are eligible for benefits if all other eligibility criteria are met.

**37 Limitation on Payments for Multiple-Cropped Acreage (Continued)****E Exceptions**

There may be some instances where a producer has a verifiable record of multiple cropping a specific combination of crops even though STC was unable to approve the practice as established for the county. At the request of the producer, those cases shall be reviewed on a case by case basis. If all the following criteria are met and verified for the farm containing the applicable acres, COC with DD concurrence may approve applications for more than 1 crop on the acreage. **All** the following must apply for at least 2 of the last 5 years before 2001 or 2002, as applicable:

- verifiable proof that the specific crops have been successfully planted and harvested at or near the expected yield in the same crop year under normal growing conditions must be provided
- FSA-578 on file must document the planted acreage for each of the crops
- verifiable production evidence must be provided to verify that the acreage of each crop was harvested
- for crops requiring irrigation to produce a reasonable yield, evidence must be provided to show that the crops planted during the history period were irrigated and the crops planted for 2001 or 2002 were also irrigated.

**Notes:** The ability to plant and harvest a subsequent crop in the same crop year because the first crop failed does not meet the eligibility requirement for this exception.

Before payment is issued to the producer, the submitted documentation must be verified.

37 Limitation on Payments for Multiple-Cropped Acreage (Continued)

**F Producer Selection**

CCC-564 requires producers to certify specific information concerning multiple cropping within the unit. If multiple cropping has occurred, CCC-564M must be completed according to paragraph 116.

<b>IF the eligibility criteria for multiple crops planted on the same acreage is...</b>	<b>THEN...</b>
met according to this paragraph	all crops on the acreage are eligible for disaster benefits if all other eligibility requirements are met.
not met according to this paragraph	only 1 crop on the acreage can be selected for payment. Before any applications covering the *--acreage can be approved, all eligible producers having an interest in all crops on the acreage must designate, on CCC-564M, the crop for which assistance is being requested. All producers eligible to receive the CDP payment must agree to the--* designation by the end of signup or no applications can be approved for any crop on the acreage.

If the amount of disaster benefits changes for any of the crops after the designation is made by all producers, as the result of determinations made by COC, COC shall notify all producers:

- of the changes
- that they have 15 calendar days from the date of the letter of notification to change the crop designated for benefits.

**Example:** Cotton is planted following wheat for grain and the combination does not meet the multiple-cropping criteria. Both crops have suffered losses. The producers designate cotton as the crop to receive benefits. When reviewing the application, COC determines to assign additional production to the cotton for losses not attributable to an eligible disaster. The adjustment results in the wheat eligible for higher benefits than the cotton. The producers shall be given the opportunity to revise the designation.

**37 Limitation on Payments for Multiple-Cropped Acreage (Continued)****G Reduced Yield for Subsequent Crops**

STC shall establish assigned production factors for COC's to use for producers who carry out practices that normally result in yields less than the historical yield established for the second crop. See paragraph 60.

**H Effect of Skip Row Crops**

If skip-row crops are 1 of the multiple crops, consider the entire field devoted to the skip row crop when determining the number of acres planted to multiple crops. However, use the calculated skip row acreage of the crop to determine disaster benefits.

**Example:** Wheat for grain followed by skip row cotton does not meet the criteria for eligible multiple crops. A 100-acre field is planted to wheat and subsequently planted to cotton in a "2 in- 1 out" skip row pattern. The producers must select either 100 acres of wheat or 66.7 acres of cotton for disaster benefits. The 33.3 acres of skips cannot be designated as single cropped wheat.

**38 Summarizing Acres****A Summarizing Acres Within the Unit**

Use all available acreage reports to review acreage reported. If a unit consists of more than a single farm, use FSA-578 producer history print generated according to 2-CP, Part 2, Section 7 as the source of the acreage.

**Note:** If the same operator and landowner share in the crop with varying shares on different land, all land will be included under 1 unit.

**Example:** Operator A operates 3 different tracts that are owned by landowner B. Each tract is shared differently: Tract 1 50/50, Tract 2 25/75, Tract 3 40/60. Watermelons are grown on all 3 tracts. All acreage of watermelons will be summarized in the unit acreage. Because each tract has a different share, each tract will be listed separately by line in CCC-564, Part C.

**B Summarizing Acres on CCC-564, Part C**

After identifying all acreage of the crop for the unit in CCC-564, items 13 and 14, the County Office shall summarize acreage by line entry in CCC-564, Part C that have the same:

- planting period
- crop name
- crop type
- intended use (except for fresh and processed)
- practice
- percent share
- stage.

**Note:** The sum of item 21 acres on CCC-564, Part C should total the entries in items 13 and 14.

**39-44 (Reserved)**



## Part 5 Determining Production

## 45 Production

## A Definitions

The following terms are used in this part and apply to the 2001 or 2002 crop year.

Term	Usage and Meaning
Harvested Production	The total amount of harvested production for the unit supported by an acceptable record and certification of the producer.
Appraised Production	Production determined by FSA, RMA, a company reinsured by FCIC, or other appraiser acceptable to CCC.
Actual Production	The total amount of harvested and appraised production on a unit.
Assigned Production	<p>The amount of production assigned by COC that must be attributed to the unit:</p> <ul style="list-style-type: none"> <li>• because of ineligible cause of loss</li> <li>• when producers certify that an acceptable record of harvested production is not available from any source</li> <li>• if acreage was destroyed and no appraisal exists</li> <li>• if producer carries out a practice, such as double cropping, that generally results in a lower yield than that established as the historic yield</li> <li>• because of a guaranteed contract, payment, or similar arrangement.</li> </ul>
Historic Production	Acres multiplied times historic yield.
Disaster Level	Historic production multiplied times 65 percent.
Net Production	Production to count. The total amount of harvested, appraised, and assigned production on the unit as adjusted for quality, as applicable.
Salvage Value	The dollar value of production of the eligible crop type or variety that because of natural disaster cannot be sold or otherwise marketed in any normal market for the crop.
Converted Production	For converting LDP crop production when the crop is harvested for a use different than intended, such as corn intended for grain but harvested for silage.

**45 Production (Continued)****B Producer Responsibilities**

Producers are responsible for:

- providing accurate and complete information
- reporting the total amount of unit production for the crop.

It is not COC's responsibility to determine the producer's amount of production. The producer's responsibilities include, but are not limited to:

- retaining or providing, when required, the best verifiable or reliable production evidence available for the crop
- summarizing all the production evidence
- accounting for all the crop's production, whether or not records reflect this production
- providing the information in a manner that can be easily understood by COC.

**C Production for Disaster Loss Assistance**

RMA production data shall be used for insured producers unless adjusted according to paragraph 62. Producers with uninsured or noninsured crops are required to provide acceptable production evidence on CCC-564. The producer's signature on CCC-564 is the producer's certification that the records provided are correct and include the total crop production for the unit.

**Note:** If RMA loss data is not downloaded because the insured producer's loss threshold has not been met, see subparagraphs E through H for acceptable production evidence. If a producer received an insurance payment but loss information is not reflected in the RMA download, refer to subparagraph 46 A.

Production to count for disaster includes:

- harvested
- appraised
- assigned.

**Note:** Available production records, from any source, must be provided. See paragraph 60 for additional information on assigned production.

**45 Production (Continued)****D Acceptable Production Records**

Producers shall provide production records for uninsured, noninsurable and insured crops not meeting the RMA loss threshold. Acceptable documentation for production loss applications includes both verifiable and reliable records. Producers without verifiable or reliable records shall be assigned the COC established Maximum Loss Level if evidence of an eligible disaster condition existed.

Producers with RMA downloaded production do not need to provide records unless an additional quality adjustment is requested.

Acceptable documentation for quality losses (insured, uninsured, noninsurable) is limited to verifiable production records.

**E Verifiable Records**

Verifiable records of production are items that:

- may be verified by CCC through an independent source
- are used to substantiate the amount of production reported
- are **required** for additional **quality loss adjustments** or payments.

Verifiable records shall:

- be dated
- list the specific quantity
- be seasonal or crop-specific for commodities produced more than once in a calendar year
- be provided, if they exist whenever a record of production is otherwise required by CCC.

**F Examples of Verifiable Records**

Verifiable records may include the following items providing they meet the requirements of subparagraph E:

- sales receipts from buyers
- invoices from custom harvesting

45 **Production (Continued)**

**F Examples of Verifiable Records (Continued)**

- truck or warehouse scale tickets
- actual measurements or appraisals by FSA, RMA or reinsured companies, LAC's, other USDA employees if performed as part of their work duties, Feed Company representatives or STC-approved consultants
- similar records that represent actual and specific production data.

Verifiable records do not include certifications, estimates, or producer ledgers or diaries.

**G Reliable Records**

If verifiable records are not available, the producer shall provide any written documentation available which COC determines to be reliable, including but not limited to:

- ledgers of commodity sales volume or income
- income statements of deposits
- register tapes
- records to verify production input costs
- producer diaries, ledgers or receipts
- other USDA program data (NAP, LDP, FSA loans, etc.).

Before acting on any application for payment, COC shall determine the submitted reliable records to be acceptable for CDP. COC shall compare the producer's records of production with neighboring producers of the same crop who have provided verifiable evidence for reasonableness.

<b>IF...</b>	<b>THEN...</b>
similar levels of production were experienced on neighboring farms	the producer's certification supported by reliable records may be accepted for CDP purposes.
production for the same crop on similar neighboring farms with verifiable records is significantly higher than the applicants certification	COC shall notify the producer that the certification and records provided are not acceptable. The established maximum loss level for the crop shall be assigned.

45 Production (Continued)

**H County Office Records**

For uninsured, noninsurable, and insured crops not meeting RMA threshold, County Offices shall review documents available in the FSA office that may provide information or verify loss amounts claimed on CCC-564.

These documents may include, but are not limited to, documentation for:

- marketing assistance loans
- LDP's
- NAP
- current acreage report information
- previous year acreage reports, if applying for prevented planting benefits.

**I Interest in Other Production**

All producers are **not** required to provide production records for other units for which a disaster claim is not filed. However, COC may require the production data, if it has reason to question production provided for units for which benefits are requested.

**J COC Responsibilities**

COC shall follow this table when receiving and reviewing production records.

Step	Action	
1	Date stamp original hard copy records with county name and photocopy.	
2	Place photocopied date-stamped records in the producer's county file. Return original date-stamped production evidence to the producer.  <b>Note:</b> Once copies of production records have been placed in the producer's file in the county, they shall <b>not</b> be removed or returned to the producer.	
3	Ensure that the producer understands that the production records must be: <ul style="list-style-type: none"> <li>• complete and represent the units total harvested production</li> <li>• for the correct unit, crop year, and acreage.</li> </ul>	
4	Review the producer's file for previously submitted production evidence. Ensure that records have not been duplicated.	
5	Review all production records provided by the producer and determine whether the records support the producer's certification of production.	
	<b>IF the records are...</b>	<b>THEN...</b>
	verifiable or reliable	the records are acceptable.
	not verifiable or reliable	producers will receive the higher of their certified production or STC-approved maximum level for the crop.

**46 Unavailable RMA Production Data****A FCIC and Multiple Peril Crop Insurance Settlement Sheets**

If 2001 or 2002 losses are not reflected in RMA downloaded data, producers may provide the following production evidence from FCIC or reinsured companies:

- loss adjustment settlement sheet
- copy of an official appraisal document from a certified LA.

**Note:** Do not accept documents that are not summarized to the unit level. LA working papers are not acceptable.

**B Disputed RMA Data**

If RMA data is disputed by the producer, the County Office shall advise the producer to contact their crop insurance agent or the County Office may request assistance from the applicable Regional Office (Exhibit 9) through the State Office.

**C Unavailable Claim Data**

Obtain production data according to procedures for uninsured or noninsured crops, if the producer has filed a crop insurance claim, but no production data is available because of:

- a pending field visit by an LA
- copies of settlement sheets or claim summaries are not available
- other delays in obtaining crop insurance production data.

**Note:** See subparagraphs 45 C through G.

**D Changes With RMA Downloaded Data**

If RMA settlement sheets, claim summaries, or procedures in subparagraph C are initially used to determine production and a later download of RMA data differs, County Offices shall:

- modify and update the CDP application using the RMA data from the download
- issue CDP payments based upon the corrected data.

**47 Harvested Production****A Definition of Harvested Production**

Harvested production is all production of the eligible crop from the unit that can be supported by an acceptable record, including, but not limited to, production:

- gathered by hand
- mechanically harvested.

**Example:** Wheat or hay that has been windrowed is not harvested. Wheat that has been threshed or hay that has been baled is harvested.

Acreage intended for mechanical harvesting but actually grazed is not considered harvested for this program. An unharvested factor shall apply and production shall be assigned according to paragraph 60.

**B Multiple-Harvested Crops**

The harvested production of eligible crop acreage harvested more than once in a crop year shall include the total harvested production from all these harvests.

**C Farm-Stored Production**

For farm-stored production the producer shall do either of the following:

- provide certification of amount

**Note:** See subparagraph 60 C for COC responsibility for certified production.

- request measurement service and pay fee according to 2-CP and have the amount determined by FSA.

The County Office may accept certified production figures if the data was previously used under other FSA programs, such as commodity loans or LDP's.

The established maximum loss levels are not applicable.

The certified production may be accepted without further COC review.

**D Production Maintained for Seed**

For crops used for producer's own use as seed, COC may accept producer's certification that disposition was by planting. Producer must indicate the number of acres planted with this seed. COC shall determine that the amount of seed is reasonable considering the acres harvested and planted.

**47 Harvested Production (Continued)****E Unmarketable Production**

Production that is harvested but cannot be marketed through normal channels because of eligible disaster conditions will be adjusted to "0" by COC. COC shall ENTER "0" in CCC-564, items 29 and 46. Any value received for the unmarketable crop will be considered under the salvage rules according to paragraph 52.

**F Historical Market Percentage**

This procedure applies if the crop's overall production is known, but the actual marketable production cannot be determined. If the overall production cannot be determined, the maximum loss procedures apply.

For certain harvested commodities, the producer may not be able to provide exact production figures to the FSA office by the end of the program signup period. This may be because of the unique nature regarding the marketing of the crop.

**Example:** A producer of grass seed may not know the exact pounds of seed in the grass material that is stored on the farm, in advance of the sale. It is not until the commodity is marketed that the seed volume is accurately determined.

COC may determine the amount of production to count for any unmarketed commodity based upon an established historical marketing percentage.

COC shall base the percentage on:

- any marketings of the 2001 or 2002 crop by the producer
- average marketings by other producers within the county
- any available warehouse, packer, or storage facility records
- information from trade associations, CSREES, State Department of Agriculture, universities, and similar sources.

The gross production shall be multiplied by the determined historical market percentage to obtain the production to count.

**G Lifting or Digging**

Harvesting onions includes a preharvest process in which the onion roots are severed from the soil and the onion bulbs are laid on the surface of the soil for drying in the field.

Onion losses occurring more than 14 calendar days after lifting or digging are not eligible for CDP.

**48 Commingled Production**

**A Commingled Harvested Production**

Commingled production may be attributed to the applicable unit, if the producer made the unit production of a commodity a matter of record before commingling and does any of the following, as applicable:

- provides copies of verifiable documents showing that production of the commodity was purchased, acquired, or otherwise obtained from beyond the unit
- had the production measured
- had current year's production appraised.

County Offices do not need to make commingled production determinations on insured crops with RMA loss data.

**\*--Note:** If RMA loss data is not available and production is commingled between practices (irrigated/nonirrigated), the producer must provide production documentation to the County Office in the same manner as provided to RMA for establishing APH's. If the producer cannot provide production documentation in this manner, the production will be considered nonirrigated.--\*

**B Commingled Between Units**

Production that is commingled between units before it was a matter of record and cannot be separated by using records or other means shall be prorated to each respective unit in proportion to each unit's harvested crop acreage according to this table.

Step	Action
1	Total the commingled production of the eligible crop.
2	Total the harvested acreage of the crop in each identified unit.
3	Divide step 1 by step 2. Round to whole bushel.
4	Multiply the result of step 3 times each identified unit's harvested acreage of the crop.
5	Add the result of step 4 for each unit to each unit's respective harvested production.

48 **Commingled Production (Continued)**

**C Commingled Between Years**

COC shall consider production commingled between years as harvested production for the current year, unless the production was a matter of record before commingling. COC shall not prorate commingled production between crop years.

Records used to identify the crop year from which production arose must be verifiable and acceptable to COC.

**D Commingled Between Practice**

Production from different practices with separate established yields that are commingled before it is a matter of record shall be prorated to the respective practice in proportion to the historic yield extensions according to the following table.

Step	Action
1	Multiply each unit's historic yield for the practice times the unit's harvested acreage for the practice.
2	Total the results of step 1 for both the irrigated and nonirrigated practice.
3	Divide the result of step 1 by the result of step 2. Round to 4 decimal places.
4	Multiply the result of step 3 for each practice times the commingled production. Round to whole number.

**Example:** Producer A harvested 4,000 bushels of soybeans off 250 acres. The producer irrigated 125 acres and the remaining acreage was nonirrigated. Producer A did not maintain separate records of production for each practice. Producer A's historic yield for irrigated is 50 bushels/acre and nonirrigated is 32 bushels/acre.

Step	Calculation
1	125 X 50 bu/ac (historic yield for irrigated) = 6,250 bushels 125 X 32 bu/ac (historic yield for nonirrigated) = 4,000 bushels
2	6,250 bushels (irrigated) + 4,000 bushels (nonirrigated) = 10,250 bushels
3	6,250 bushels (irrigated) / 10,250 bushels = .609756 rounded to .6098 4,000 bushels (nonirrigated) / 10,250 bushels = .3902439 rounded to .3902
4	4,000 total harvested production X .6098 (irrigated) = 2439.2 rounded to 2,439 bushels 4,000 total harvested production X .3902 (nonirrigated) = 1560.8 rounded to 1,561 bushels

**49 Production to Count for Special Crops**

**A Peanuts**

For peanuts, consider actual production to be all peanuts harvested for nuts regardless of their disposition or use as adjusted for low quality according to paragraph 76. CCC-441E shall be used to prorate peanut acreage and production between quota and nonquota for crop year 2001 only.

**50 Appraised Production**

**A Definition of Appraised Production**

Appraised production is the crop's unharvested yield potential at the time of appraisal, as determined by certified adjuster, FSA-certified employee, RMA, a company reinsured by FCIC, or other appraiser acceptable to CCC.

**B When to Perform an Appraisal**

Perform an appraisal when a crop is unharvested (will not be harvested, and has not been appraised or destroyed) and a current appraisal can be accurately done.

**C Appraisal Quality Adjustments**

Ensure that modifications for quality are made when appraising the unharvested crop, when crop appraisal handbooks provide for such adjustments as part of standard policy.

**Notes:** Quality modifications on harvested production are handled according to Part 7.

See paragraph 47 on handling farm-stored harvested production.

## 51 When Final Use Differs From Intended Use

### A Overview

This paragraph applies to noninsurable, uninsured, and insured crops for which there was no production determination by RMA.

When the final use of the crop is different from the intended use, the following rules will apply, depending on the crop and/or the final use of the crop:

- for all crops covered by LDP conversion methods, production will be converted according to subparagraph B
- for crops with an established yield and market price for multiple intended uses, **secondary use** value will be calculated

**Note:** See subparagraph C for determining secondary use value.

- for all crops grazed for which grazing was not the intended use, assign production according to paragraph 60
- for crops sold in a market that is not a recognized market for the crop with no established county average yield and market price, a **salvage value** will be determined for the final use.

**Note:** See paragraph 52 for determining salvage value.

### B Grain Crops Harvested as Other Than Grain

For crops with an intended use of grain, but harvested as silage, ensilage, cobbage, hay, cracked, rolled, crimped, or for other uses, adjust to whole grain equivalent according to 8-LP, subparagraph 536 D.

Use the LDP procedures in 8-LP for all crops with an intended use of "grain", even if the crop is ineligible for LDP, such as speltz, triticale, buckwheat, millet, etc.

### C Secondary Use Value

The term "secondary use" is used when the crop is not harvested for the same use as intended and a county average yield and type is included or can be added to the county crop table for the intended and the final use. Secondary use must have a value determined by multiplying \*--the quantity of secondary use times the CCC-established price for this use. The secondary use value is entered on CCC-564, item 28. The payment calculation software will automatically factor the secondary use value by .45 and multiply it by the producer's share. The result will be subtracted from the initial calculated payment for the applicant.--\*

Secondary use does not apply to crops identified in subparagraph B. Secondary uses is **not** salvage. See paragraph 52 for determining salvage value.

**52 Salvage Value****A Definition of Salvage Value**

Salvage value is the dollar amount or equivalent for the quantity of the commodity that cannot be marketed or sold in any market recognized as a market for the crop and prices and yields are not available for the unit.

The loss of quality that resulted in the commodity becoming salvage must be because of eligible disaster conditions. The production of a crop or crop type for which there is no FSA-established price for the State or yield shall:

- be counted as salvage
- not be considered production of the crop for any purpose.

**Example:** A producer intended to grow potatoes for the fresh market. The low quality rendered the potatoes unmarketable for the intended market. The producer ends up selling the potatoes to neighbors for livestock feed. The potatoes shall be designated as "salvage" and not included in the production totals.

**B Applying Salvage Value**

Enter the total salvage value for the unit on CCC-564, item 28, or if value loss, item 58, as applicable. The salvage value will automatically be factored by .45 times the producer's share.

Do not include any quantity of the crop determined to be "salvage" in the production fields of CCC-564.

**Note:** Salvage value determinations may apply to insured crops where RMA loss data is used.

**53-59 (Reserved)**



## Part 6 COC Adjustments

## 60 Assigned Production

## A Using Assigned Production

Assigned production provisions shall be determined by COC for insured, uninsured, and noninsurable crops in the following cases:

- when acceptable production records for harvested acres are not available from any source
- if unharvested acreage has not been appraised by FSA, RMA, a company reinsured by FCIC, or other appraiser acceptable to CCC
- when COC determines that the crop's loss, or a portion of the loss, is because of an ineligible disaster condition or circumstances other than natural disaster and this ineligible cause of loss has not been otherwise accounted for

**Note:** See subparagraph E.

\* \* \*

- if the producer has a contract to receive a guaranteed payment for all or a portion of the crop
- for crops planted after the established normal ending planting date

**Note:** See subparagraph F.

- COC may assign production using both maximum loss provisions found and assigning production to ineligible cause of loss
- all other causes of loss not specified as eligible under paragraph 8, including wildlife damage.

**Note:** See paragraph 65 for procedure on double cropping.

## 60 Assigned Production (Continued)

**B Establishing a County Maximum Loss Level**

COC shall recommend for STC approval a maximum loss level for the crop that reflects the impact that disaster conditions had on the crops in the county. The maximum loss level shall reflect the amount of production that a producer should have made considering eligible disaster conditions in the area or county. This should be consistent with the norm of a substantial number of producers experiencing similar disasters.

If multiple disasters or varying levels of loss occurred in the county, COC may establish a different level for each type of disaster or region within the county, if applicable. COC shall determine loss level based on all available information, including weather data, loss estimates from applicable industries, and verifiable County Office records showing eligible disaster loss. Maximum loss level shall be expressed as either a:

- percent of loss
- yield per acre.

**Note:** Land not physically located in the administrative County Office will be required to use the maximum loss levels established by COC where the land is physically located.

COC shall thoroughly document basis for determination of maximum loss level. Weather data, discussions with CSREES, universities, NASS, etc. should be included as supporting documentation when submitting maximum loss level recommendations. See Exhibit 18 for documenting maximum loss levels. The maximum loss level established by COC for a crop in a county is considered a matter of general applicability and, therefore, not appealable.

**Note:** Maximum loss for the specific crop in the county should be based on the losses incurred directly by the recognized disaster condition on a representative amount of acreage of that crop.

The maximum loss for a specific crop will not be 100 percent unless no acreage of the crop was harvested and all field appraisals reflect "0" production. If 1 specific area in the county was affected by a natural disaster that resulted in total destruction of the crop or crops, this area could be specifically identified by COC and the maximum loss established at 100 percent.

**60 Assigned Production (Continued)****C Assigned Production When No Records Exist**

If the producer does not have acceptable production records, then the producer shall certify the production.

COC shall:

- assign production based on the higher of the maximum loss level or producer's certification
- document in COC minutes
- notify producer according to paragraph 64.

To ensure uniformity between adjacent areas, STC may require COC to submit the established maximum loss levels to STC or their designee, for approval.

**Note:** If the producer's certification of production is higher than the assigned production calculated using maximum loss, notification is not required.

When acceptable production records are not available for a portion of the acreage within a unit, apply the above procedure to assign production only to those acres without acceptable production records.

**D Example**

The maximum loss level reflects the maximum amount of CDP production loss allowable for producers without verifiable records. The maximum loss level shall be the average loss experienced by producers of a particular crop within the county or disaster affected area.

**Example:** The crop table yield for oats in the county is 40 bushels/acre. The average production of oats in the county for all producers was 60 percent of normal.

COC should establish a maximum loss level of 60 percent or 24 bushels.

A producer experiencing a disaster loss on oats, without verifiable records, shall be assigned the greater of the actual production or 24 bushels/acre.

**60 Assigned Production (Continued)****E Assigning Production for Ineligible Loss**

COC shall assign production to any acreage when all or a portion of the acreage has losses that are attributed to an ineligible cause. Production can be assigned on insured, uninsured, and noninsurable acreage. Therefore, this subparagraph applies to data that is downloaded by RMA.

**Note:** COC's do not have authority to adjust a unit's historic yield if COC determines that part or all of the loss is attributable to an ineligible cause.

COC shall:

- require producer to provide any needed information to substantiate the loss
- assign production for any loss not attributable to an approved disaster condition
- if assigning production for ineligible loss for poor farming practices, ensure that the specific reasons for assigning production are thoroughly documented

**Notes:** COC's shall consider whether all practices required to produce the applicable yield were applied, including the following:

- late planting
- seeding rates
- seed quality
- low germination seed
- fertilization
- weed control
- crop type or variety not suitable for soil type
- organically grown crop with expected yield based on conventional method
- close-sown crop planted without use of pre-emergence herbicide or herbicide tolerant seed
- crop type or variety not suitable for nonirrigation practice.

See paragraph 64 for producer notification requirement.

60 Assigned Production (Continued)

**E Assigning Production for Ineligible Loss (Continued)**

- record the assigned production on CCC-564
- document in COC minutes and CCC-564 "remarks" section:
  - the basis for the assignment
  - the quantity of production assigned
  - how the amount of assigned production was calculated or determined.

**F Assigned Production for Late-Planted Crops**

Loss of production for a crop may be attributed to both a natural disaster and the late planting of the crop. Follow this table to determine the amount of crop production to assign for late-planted crops when the crop was also impacted by an eligible disaster condition. For double-cropped commodities, apply the following reduction to the reduced expected yield.

**Exception:** Acreage of the same crop, which was replanted late, after the initial planting failed, shall not be assigned additional production because of the lateness of planting.

<b>IF the crop is planted after the final planting date by...</b>	<b>THEN assign production based on...</b>
1 to 10 calendar days	1 percent reduction of the payment yield for each day.
11 to 24 calendar days	10 percent reduction of the payment yield plus an additional 2 percent reduction of the payment yield for days 11 through 24.
25 or more calendar days	50 percent of the payment yield.
a date in which the crop would not reasonably be expected to mature by harvest	

**Example:** Producer requests CDP for 50 acres of 2000 soybeans that were planted 15 calendar days after the final planting date established for the crop in the area. The yield for CDP purposes is 30 bushels per acre. (.10 x 30 bu./ac. x 50 ac.) + (.02 x 30 bu./ac. x 5 days x 50 ac.) The total production to be assigned is 300 bushels.

60 Assigned Production (Continued)

**G Assigning Production for Guaranteed Payments**

Any producer who has a contract to receive a guaranteed payment for production, as opposed to delivery, of an eligible crop shall have net production adjusted upward by the amount of production corresponding to the amount of the contract guarantee.

The adjustment shall be calculated and made according to this table.

Step	Action
1	Determine the total amount of guarantee. If this amount is on a per acre, square foot or yard, or similar basis, multiply the amount by the applicable acreage, square feet or yards, or other basis.
2	Determine the amount of production attributable to the guarantee by dividing the total amount determined in step 1 by the approved average market price for the crop.
3	Determine the amount of any actual and/or other assigned production (not because of guaranteed contracts).
4	Subtract the result of step 3 from the result of step 2.  <b>Note:</b> If step 3 is greater than step 2, <b>stop</b> . No assignment of production because of guarantee is required.
5	Add the result of step 4 to the unit's net production as assigned production because of guarantee.

**Example:** A producer has a crop guarantee of \$4,000. The crop has a CCC average market price of \$1.00. The production associated with the guarantee would be 4,000 lbs. The producer realized 3,000 lbs. actual production. The amount of production that must be assigned because of guarantee is 1,000 lbs.

## 61 Payment Factors

### A Applying Payment Factors

No factor is applied to crops that are carried through harvest. Prevented planting, unharvested, or adjusted unharvested factors will be applied to the specific crop acreage that is prevented from being planted or is unharvested. See subparagraph B for applying adjusted unharvested factors.

- The established unharvest factor will apply to all planted acres where no harvesting activity occurred.
- In some cases, planted acres are harvested or partially harvested using nonstandard harvesting methods incurring harvesting costs significantly below normal. In these cases, COC shall determine the percentage of harvesting costs incurred and apply to overall acres harvested to determine the number of acres that will receive the unharvested factor. All production shall be attributed to the acres harvested.

**Example:** A producer harvested 5 truckloads of watermelons from a 100-acre field. Normally 100 truckloads are harvested. The harvested production was obtained by picking up watermelons that were scattered over the entire planted acreage.

Although 5 percent of a normal production was harvested, COC determined the producer incurred 30 percent of the normal harvesting costs. Therefore, 30 percent of the acreage may be considered harvested for program purposes.

In this example, COC may apply the unharvested factor to 70 acres.

### B Applying Adjusted Unharvested Factor

The adjusted unharvested factor applies to all acres of the crop destroyed or abandoned before the STC-established date by which inputs increase for the crop.

COC shall apply the adjusted unharvested factor to insured, uninsured, and noninsurable applications on crops for which STC has established an adjusted unharvested factor. See subparagraph 28 F for establishing adjusted payment factors.

Adjusted factors shall be entered in CCC-564, item 32.

**62 Adjusting RMA Download Data****A Overview**

Because of different program rules of both RMA and FSA, downloaded data from RMA may not agree with FSA records. The basic rule is that RMA data shall be used. Except as provided in subparagraph C concerning LDP/commodity loan records, COC's are not required to compare records in the County Office with RMA downloads unless there is reason to believe that records are inconsistent. If documented evidence is available that COC determines is more accurate for CDP, COC's have the authority to use the most accurate evidence and make changes according to this paragraph. All changes must be supported by documentation.

All changes made to the data downloaded by RMA shall be recorded on CCC-458 and kept in the producer's file.

RMA download data must be changed upon notification from RMA of known program deficiencies. RMA will provide the necessary information to correct the applications.

**B Identified ID Number Problems**

When the ID number on the download printout does not agree with FSA records, the County Office shall determine the correct ID number to use for applications. If the ID number is:

- incorrect on FSA records, correct records according to 1-CM and process applications using the correct number
- correct on FSA records:
  - use the correct number from FSA records for processing CDP applications
  - advise the producer to notify the agent.

## 62 Adjusting RMA Download Data (Continued)

### C Production Differences

RMA data may differ from FSA data because:

- RMA uses different pack factors for measured production
- RMA may have adjusted production for quality
- bin measurements by 2 persons will seldom be identical
- RMA measured production that has since been marketed.

COC shall review available commodity loan/LDP records to compare RMA and FSA production records for reasonableness.

When discrepancies exist between FSA and RMA production data, COC shall:

- determine whether the difference is a legitimate difference because of RMA adjustments for quality, pack factor, etc.
- use RMA data unless **verifiable** FSA production is different by more than 10 percent
- refer suspected cases of fraud or abuse to RMA Compliance Field Office.

COC shall use CCC-458 to refer the case to RMA when the production discrepancy appears to be a potential abuse case. The following cases shall be referred to RMA Compliance Field Office:

- records available in the County Office are significantly different from production reported to RMA
- some units have losses and other similarly affected units have significantly higher yields, indicating the producer may have switched production between units.

**Note:** Before referring case to RMA, COC shall attempt to verify with the producer that all production reported to FSA is accurate. Require the producer to provide production records from all units only if records are significantly different.

## 62 Adjusting RMA Download Data (Continued)

### C Production Differences (Continued)

In some cases, COC may have no reason to dispute the validity of the RMA appraised or actual production. However, because of factors that may not be considered by RMA, but which COC should consider, additional production should be assigned for CDP. Other farming practices, such as seeding rates, seed quality, fertilization, weed control, etc. may not have been standard.

**Examples:** The following are example:

- soil type is not suitable to achieve yield established for the crop
- the crop was produced organically when the expected yield is based on conventional farming methods
- close-sown crops planted without use of pre-emergency herbicide or herbicide tolerant seed
- seeding rate lower than standard for full production
- crop type or variety not suitable for area or nonirrigation practice
- low germination seed.

### D Share Differences

RMA data may show producer shares that differ from the information in FSA offices. RMA procedure allows agents to write policies to:

- 1 spouse for the entire crop share instead of just the share of that spouse
- 1 member of a joint operation to insure the total
- a tenant for the landowner's share.

If RMA shares differ from FSA information, COC shall:

- determine how producers actually shared in the 2001/2002 crop, or would have shared if the crop had been produced
- correct the share so producers are only paid a share of the disaster payment equal to the producer's share in the 2001/2002 crop
- \*--correct the net indemnity from the RMA download to reflect the producer's corrected share in the 2001/2002 crop, according to subparagraph 203 C.--\*

## 62 Adjusting RMA Download Data (Continued)

### D Share Differences (Continued)

**Note:** If COC determines a producer incorrectly reported shares to FSA, COC shall review other 2001/2002 crop year program payments, such as PFC, LDP, etc., to determine the producer's eligibility for those prior payments.

Use CCC-458 to refer cases to RMA Compliance Field Office as potential abuse if COC determines RMA shares are incorrect.

### E Acreage Differences

Acceptable acreage differences between RMA and FSA may result when:

- some acreage of the crop is noninsurable and not reflected in RMA data
- producers were not required by loss adjuster to revise RMA acres for small differences.

\*--Use RMA acres unless the difference exceeds the larger of 5 percent or 10 acres. If the tolerance is exceeded, COC shall determine the correct acres to use under CDP. Document the reason for the change in the producer's CDP folder. If COC increases RMA--\* downloaded acres for a unit, the additional acres will be paid as uninsured. County Offices must establish a basic unit for the uninsured acres. Production evidence for both the original unit and the additional acres must be provided.

When COC revises acreage, according to this paragraph, use CCC-458 to refer case to RMA Compliance Field Office as potential abuse unless COC has determined the RMA acreage is less because the acres are uninsurable.

### F Harvested and Unharvested Acres

RMA data may show acres as being unharvested because of appraised acreage that was actually harvested as a use other than intended.

**Note:** Since RMA does not use payment factors for prevented planting and unharvested acres, the stage code may not accurately reflect whether the crop was harvested as another use.

RMA data shall be used unless FSA has adequate documentation the crop has been mechanically harvested. Harvested includes mechanically harvested as forage (silage or hay). Documentation could include:

- FSA-578 certification and COC determination acreage is eligible for LDP
- evidence the acreage was actually harvested for grain, hay, or silage.

**62 Adjusting RMA Download Data (Continued)****F Harvested and Unharvested Acres (Continued)**

When evidence exists indicating the crop was actually harvested, the County Office shall change the stage code on the automated application from "UH" (unharvested) to "H" (harvested). Document the reason for the change in the producer's folder.

**Note:** Whenever the status code is changed from "UH" to "H", the producer shall provide production documentation or COC shall assign production according to Part 5.

**G Incorrect Unit Structure**

Disaster benefits are based on units as established by RMA for insured crops. This may include optional units for producers who have purchased limited and additional levels of insurance coverage. RMA downloaded data does not contain enough information for County Offices to determine the correctness of downloaded unit structure. This information shall not be changed. Use the downloaded structure. If the County Office suspects an incorrect establishment of units, notify the RMA Regional Compliance Field Office using instructions in paragraph 127.

**H Prevented Planting**

In certain cases, the prevented planting crop on the RMA download may differ from the prevented planting crop certified on FSA-578. If the producer does not have enough planting history to cover the claimed preventing planting acres, a substitute crop may be used for insurance purposes if certain RMA criteria is met.

When this situation exists, FSA shall use the RMA prevented planting crop and acres to provide CDP assistance, unless other discrepancies exist.

**\*--I Net Indemnity for Malting Barley**

The RMA download provides 2 units for producers that have malt barley endorsements. The original unit provides the production loss data and the "duplicate" unit has data for the malt endorsement. In this case, CDP payments shall only be issued on the original unit. However, both the original and "duplicate" units provide a net indemnity. When completing CCC-564, subparagraph 110 C, and when calculating the 95 percent cap, subparagraph 116.5 A, both indemnities shall be included in the net indemnity. Therefore, COC shall correct the net indemnity for the original unit to include the net indemnity from the "duplicate" unit. See subparagraphs 206 B and 227 F for procedure on correcting the net indemnity provided in the RMA download.--\*

**63 Crops Having Insured and Noninsurable Practices****A Overview**

There are situations where RMA insures a practice, but does not insure all practices of the crop. If a producer suffers an eligible loss on both practices, the producer may have an insured unit and a separate unit as noninsurable.

**Example:** Single-cropped (053) soybeans is an insurable crop in the county, but double-cropped (043) soybeans is not insurable.

**B Policy for Producers Who Insure the Available Crop Practice**

For producers that insure the practice recognized by RMA, but also grow a noninsurable practice, 2 separate units for the insured practice and noninsurable practice shall be used. The insured practice will be downloaded by RMA and will be prefilled by the insured application process. County Offices must establish a basic unit for the noninsurable practice and enter the crop in the noninsurable worksheet process. Each unit will stand alone in determining crop loss. Both losses will be computed at the 50 percent payment level.

**Note:** COC shall assign production according to paragraph 60 for practices that do not reflect the established historic yield.

**C Policy for Producers Who Chose Not to Insure the Available Crop Practice**

\*--For producers who chose not to insure the available RMA practice, the acreage for each practice shall be treated under separate application (one for the uninsured acreage and the other for the acreage that is noninsurable). Each application will stand alone when determining the crop loss.

The 50 percent payment rate will be applicable to the noninsurable acres. The 45 percent payment rate will apply to the uninsured application.--\*

**64 Notification of Adjustments**

**A Producer Notification**

COC shall notify applicable producers in writing when production is assigned. The notification shall include the following information:

- why the production was assigned
- how the assigned production was determined
- the assigned production will be used when determining the disaster payment
- appeal rights of the producer
- copy of the revised CCC-564.

**65 Changing the Yield**

**A Yield Adjustment**

COC may adjust the yield downward for an individual application if:

- the practice used by the producer is not capable of producing the historical yield in a normal year
- for double-cropped commodities
- if the area, regional climate, soil type, or other environmental factors do not normally allow a producer to obtain the historical yield

**B Double Cropping**

For double-cropped commodities where 1 or both of the growing seasons would not normally allow a producer to obtain the historical yield, COC shall establish a lower county or area wide yield to use for similar applicants.

**66-69 (Reserved)**

## Part 7 Quality

## 70 Quality Adjustments

## A Eligible Quality Adjustments

Some crops are eligible for quality loss benefits in addition to production loss benefits. For the purpose of quality under CDP, all crops may be categorized as follows:

- Single Market Commodities
- Multiple Market Commodities
- Value Loss Commodities.

Single market crops may be eligible for quality adjustments through either production reduction or price reductions. Multiple market crops may be eligible for quality adjustments based upon the difference in market prices (fresh vs processed), within the same Pay Group as listed on the county crop table. Value Loss crops do not qualify for quality adjustments.

## B Single Market Commodity

A single market commodity is any crop, other than value loss crops, with an "intended use" **other than** Fresh, Processed, or Juice on the CDP crop table.

- Examples:**
- Wheat with an intended use of grain (Gr)
  - Alfalfa with an intended use of hay (Hy)
  - Potatoes with an intended use of seed (Sd)

## C Multiple Market Commodity

A multiple market commodity is a crop, other than value loss crops, with an "**intended use**" of Fresh, Processed, or Juice, on the CDP crop table.

- Examples:**
- Apples with intended uses of Fresh (Fh)
  - Potatoes with an intended use of Fresh (Fh)
  - Oranges with an intended use of Processed (Pr)

**Note:** A county must have at least 2 different prices on the crop table for a multiple market crop for a producer to receive a quality adjustment.

**Example:** Apples is a multiple market crop since it has an intended use of "fresh" on the crop table. Apple producers may receive a quality adjustment only if a lower "secondary" or "tertiary" price is established on the crop table. A commodity with just a single "primary" price, and no associated "secondary" price will not receive any quality adjustment.

**70 Quality Adjustments (Continued)****D Quality Test Deadline**

\*--Acceptable quality tests must be taken no later than August 25, 2003.--\*

**E Tests Taken After January 1**

If the test is taken after January 1 of the year following harvest, COC shall limit the quality loss to the average loss documented before January 1. COC shall use all available data to determine the average loss including:

- a representative sample of the crop tests taken before January 1 by similar farms
- Extension Service or University data documenting quality losses
- any other published data determined to be representative of the area by COC.

If COC cannot substantiate a minimum of a 20 percent county average reduction in quality, a quality adjustment cannot be approved for these producers.

**F Certifications**

For quality adjustments, certification statements cannot be accepted. The quality loss must be documented with a test from a State university or an STC-approved lab. The affected production must be documented with an actual measurement or appraisal.

**G Documentation**

The producer must submit documentation that shows the grade and other discount factors to determine quality adjustments. Quality adjustments will be applied after production has been adjusted to standard moisture where applicable.

COC shall:

- determine the low quality was the result of eligible disaster conditions
- ensure that the quality is not adjusted by both the buyer and FSA for the same grading factor
- make adjustments for crops having available data.

**70 Quality Adjustments (Continued)****H Eligible Crops**

Crops eligible for quality adjustments are:

- commodities eligible for price support loans
- single market crops except those listed in subparagraph I
- multiple market crops with at least 2 different prices on the county crop table (fresh/processed), within the same pay group.

**I Ineligible Crops**

Crops ineligible for quality adjustments are:

- value loss crops, including the following:
  - aquaculture
  - floriculture
  - ginseng root
  - ornamental nursery
  - Christmas Trees
  - crops with intended uses of RS or SE

**Note:** These crops receive disaster compensation based on the value of inventory at the time of the loss.

- specialty crops, including the following:
  - honey
  - maple sap
  - turfgrass sod
  - eligible trees

70 Quality Adjustments (Continued)

I Ineligible Crops (Continued)

- crops ineligible for CDP production losses including sugar cane, sugar beets, tobacco, and noninsurable commodities that are not covered by NAP
- crops marketed for a use other than intended, in which there is no established market for the actual use. "Salvage" procedures may apply.

**Example:** Peaches are normally grown for the "fresh" market. There may not be any available lower quality "processed" or "juice" markets available. If the quality is so poor the peaches cannot be sold in the intended fresh market, the producer may have sold them to a neighbor for animal feed at price significantly below the fresh market rate. In this example, the peaches would not be counted as marketable production. The value of the affected peaches (determined by sales receipts or COC determine value), would be entered on the application as a "Salvage" value.

71 (Reserved)

**72 Adjusting for Quality - Single Market Commodities****A Method 1**

Some RMA crop policies provide for losses due to quality. Therefore, production data downloaded by RMA may already include adjustments to production because of reduced quality.

Using the downloaded production from RMA, a payment will be calculated which already takes quality into account.

**Note:** See paragraph 74 for a list of applicable crops.

**B Method 2**

In certain cases, FSA's quality adjustment procedure, based upon the commodity loan schedule of premiums and discounts, may provide a higher crop loss payment to the producer. The producer may request an adjustment to production using FSA's quality adjustment procedure providing the producer is able to provide:

- documentation listing the gross harvested production
- verifiable evidence of the quality loss factors needed to calculate the producer FSA loan rate for the affected portion of the crop.

The producers net production, after reductions for quality loss, shall be entered on the application as a COC adjustment. Enter the adjustment code "O", which instructs the software to override the RMA-downloaded production.

72 **Adjusting for Quality - Single Market Commodities (Continued)**

**C Method 3**

In certain cases, higher payments will be calculated if the quality-affected production is divided into 1 of 5 quality loss levels. See paragraph 80.

This option will allow a producer to receive compensation when the quality loss for at least a portion of the crop exceeds 20 percent.

Method 3:

- may provide a higher quality loss payment than Method 1 or 2
- will benefit producers of single market crops ineligible for a production adjustment under the other methods, such as hay or forage crops
- may provide benefits even though the crop did not suffer a 35 percent production loss.

If a quality payment is calculated using Method 3, the system will determine the portion of payment under Method 1 or 2 attributed to quality and eliminate the duplication.

**D Methods Used**

The following table outlines the available quality loss calculation options.

<b>Quality Adjustments for Single Market Commodities</b>	
Loan Commodities - Insured producers with RMA-downloaded production	Method 1 or Methods 2 and 3
Loan Commodities - Insureds without RMA-downloaded production, noninsurable producers or uninsured producers	Methods 2 and 3
Single Market Crops - Nonloan commodities	Method 3

**E Method Selection**

The quality loss payment calculations and method comparisons will be made automatically through the payment software providing the producer with the highest payment. **The system will choose the most advantageous option or combination based upon the application data.**

The production loss calculations, quality loss calculations and method comparisons are included on CCC-564A.

**73 Adjusting for Quality - Multiple Market Commodities****A Factors Needed for Quality Adjustments**

All of the following must be available to calculate a quality adjustment for multiple market commodities:

- historical marketing percentages
- actual production broken down by "fresh", "processed", "juice", and unmarketable
- at least 2 prices **on the county crop table** for the multiple markets
- evidence of the quality loss because of an eligible disaster condition.

The production loss calculations along with quality adjustments are built into the payment calculation included on CCC-564B.

**B Eligible Market Losses**

A quality adjustment may be made for multiple market crops normally sold in a fresh market, but actually sold in a lower priced processed or juice market. A commodity sold to its intended market will not receive a quality adjustment even if the producer receives a lower price.

**Example:** A producer may receive less for a lower grade apple even though it was still sold to a "fresh" market. No quality adjustment is available since the producer sold the crop to its intended market of "fresh".

**C Intended Market**

Quality adjustments are built into the payment formula for crops having more than 1 market and the quality of the crop caused the normal marketings to shift from 1 market to another.

The provisions of this paragraph apply any time a primary, secondary, and, if applicable, a tertiary price is established on the crop table for the crop.

73 Adjusting for Quality - Multiple Market Commodities (Continued)

**D Proof of Market History**

To calculate a quality adjustment for crops with more than 1 established price and yield, the historical marketing relationship must be established. The percent attributed to each market shall be determined on a unit-by-unit basis by the following table.

IF the producer...	THEN the percent attributed to each market shall be determined by...
submits actual marketing records for the past 3 years for COC to determine the producer's actual marketing history	producer's historical average over the past 3 years.
does not provide marketing history	by COC using the county historical NASS average over the past 3 years.  *--COC may use the producer's certification or other data, supporting a lower percentage for the higher value market.--*  <b>Note:</b> If NASS data is not available, any other source available to COC that accurately reflects local uses, such as CSREES data, trade association statistics, and State Department of Agriculture data shall be used.

**Example:** The producer indicated on the acreage report that 100 percent of the apple crop was intended for the "fresh" market. NASS averages over the past 3 years indicate 90 percent of production normally goes for the "fresh" market and 10 percent for the "processed" market.

COC shall apply the historical market relationship (90 percent fresh and 10 percent processed) to apple producers in the county that do not prove their marketing history.

**E Counting Production**

The actual quality loss is determined by subtracting the actual production that went to each market from the expected production for each intended market.

**73 Adjusting for Quality - Multiple Market Commodities (Continued)****F Assigned Intended Uses**

If harvested production has not been marketed, the percentage of total 2001 or 2002 production going for "fresh" or "processed" may not be known. COC may establish a 2001 and 2002 percentage of production anticipated for the primary (fresh) market as well as the secondary and tertiary market.

COC shall base the percentage on:

- any marketings of the 2001/2002 crop by the producer
- average marketings by other producers within the county
- any available warehouse, packer, or storage facility records
- information from trade associations, CSREES, State Department of Agriculture, universities, and similar sources.

**G Fresh/Processed Crops With Different Pay Codes**

For certain crops, RMA insures the intended uses of "fresh" and "processed" under separate policies. Those crops have been assigned different Pay Group codes on the county crop table for fresh and processed. Therefore, each use is considered a different crop. Production under fresh vs processed will not offset each other as is the case with other multiple market crops. Applicable crops include the following:

- apricot
- beans
- bell peppers
- grapefruit (FL)
- grapes
- oranges (FL)
- peas
- peaches (CA)
- sweet corn
- tomatoes.

All marketings of these crops must be designated on the application under its original intended use. Quality adjustments will only apply to unmarketable production or through adjustments to production if applicable to the specific crop.

74 Method 1 - RMA Quality Adjustments

**A Downloaded Production**

Method 1 applies to specific insured crops. The downloaded production data supplied by RMA includes production adjustments because of reduced quality for many crops. Subparagraph B provides a complete list. Producers accepting the RMA quality adjustment do not need to submit any additional production or quality loss data.

A CDP crop loss payment will be calculated using RMA's quality adjusted production.

**Note:** See paragraph 75 if producers request additional quality adjustments.

## 74 Method 1 - RMA Quality Adjustments (Continued)

**B RMA Quality Adjustments Table**

This table lists the crops that RMA may adjust for quality.

<b>Crop</b>	<b>Quality Adjustment</b>	<b>Crop</b>	<b>Quality Adjustment</b>
Almonds	No	Onions	Yes
Apples (available as an option) *	No*	Peas, Dry	Yes
Avocados (CA and FL)	No	Peas, Green	No
Barley	Yes	Peanuts	Yes
Beans (Dry)	Yes	Pears	Yes
Beans (Processing, Snap, Fresh)	No	Pecans	No
Blackberries	No	Peppers (Chile, Fresh)	No
Blueberries	Yes	Plums	Yes
Cabbage	Yes	Popcorn	Yes
Canola	Yes	Potatoes (Central and Southern)	Yes
Cherries	No	Potatoes (Northern)	Yes
Citrus (AZ and CA)	Yes	Potatoes (Sweet)	No
Citrus (FL)	No	Prunes	Yes
Citrus Fruit (TX)	Yes	Raisins	No
Citrus, Dollar (CA)	No	Rapeseed	Yes
Clams, Cultivated	No	Raspberries	No
Corn	Yes	Rice	Yes
Corn (Hybrid Seed)	No	Rice, Wild	No
Cotton (Upland and ELS)	Yes	Rye	Yes
Crambe	Yes	Safflower	Yes
Cranberries	No	Sorghum (Hybrid Seed)	No
Cucumber	No	Soybeans	Yes
Figs	Yes	Squash, Winter	No
Flax	Yes	Stonefruit (Peaches, Apricots, Nectarines)	Yes
Forage (Production and Seeding)	No	Strawberries	No
Grain Sorghum	Yes	Sugar Beets	Yes
Grapes	Yes	Sugarcane	Yes
Grapes (Table)	Yes	Sunflower Seed	Yes
Macadamia Nuts	No	Sweet Corn (Fresh and Processing)	No
Millet	Yes	Tobacco (Guaranteed and Quota)	Yes
Mint	No	Tomatoes (Fresh and Processing)	Yes
Mustard	Yes	Walnuts	Yes
Nursery	No	Wheat	Yes
Oats	Yes		

75 Method 2 - FSA Adjustments to Production

A Adjusting Production

Method 2 applies to FSA loan commodities, including insured crops with RMA downloads. These crops may be adjusted for quality by using the premium and discount tables in the applicable 2-LP handbook. These commodities include the following:

- barley
- canola
- corn
- crambe
- flaxseed
- grain sorghum
- mustard seed
- oats
- rapeseed
- rice
- safflower
- sesame seed
- soybeans
- sunflower - oil
- sunflower - seed
- wheat.

**Note:** See subparagraph F for cotton adjustments.

Use the steps in this table to adjust production because of quality.

Step	Action
1	Divide the producer's weighted average loan rate by the county average loan rate to obtain the quality adjustment factor. Round to 4 decimal places.
2	Multiply the unit production times the quality adjustment factor to determine the "production to count".

75 Method 2 - FSA Adjustments to Production (Continued)

**B Loan Commodity Example**

Corn - Grain: The gross unit production is 50,000 bu. The county loan rate for corn is \$2.00 per bu. The producer's weighted average loan rate is \$1.61 per bu. after applying FSA Schedule of Premiums and Discounts.

Step	Action
1	Divide the producer's weighted average loan rate (\$1.61), by the county loan rate (\$2.00), to obtain the quality adjustment factor. (.8050).
2	Multiply the unit production (50,000 bu.) by the quality adjustment factor (.8050) to determine the "production to count" (40,250 bu.).

**Note:** Round factors to 4 decimal places.

**C Quality Adjustment Worksheet**

Use this worksheet for quality adjustments for commodities eligible for FSA loans. Limit adjustments from the 2-LP schedule of premiums and discount factors to factors that were directly related to an eligible cause of loss.

**Example:** A heat damage adjustment is not eligible unless it can be directly attributed to adverse weather during the growing season.

Quality Adjustment Worksheet for Commodities Eligible for FSA Loans	
A	Enter producer name.
B	Enter commodity.
C	Enter unit number.
D	Enter the producer's 2001 or 2002 loan rate as adjusted according to the Tables of Premiums and Discounts in the applicable 2-LP handbook.
E	Enter the applicable 2001 or 2002 county average loan rate. (For cotton, enter the "adjusted" county loan rate)
F	Divide item D by item E to obtain the quality adjustment factor.
G	Enter production eligible for a quality adjustment.
H	Multiply item F times item G to obtain the "adjusted production".

**Notes:** Transfer the amount from item H onto CCC-564, item 29.

Include a copy of the quality adjustment worksheet in the producer's CDP folder.

**75 Method 2 - FSA Adjustments to Production (Continued)****D Sample Grade**

If the commodity grades "Sample" and can be sold in a normal established market for its intended use, adjust production according to the Sample Grade Adjustment Factor tables in Exhibit 23.

- Enter "Sample" in item D of the worksheet (subparagraph C).
- Enter the adjustment factor from Exhibit 23 in item F on the worksheet.

If the commodity grades "Sample" and could not be sold in any normal established market, production shall be treated under the "salvage" rules. Forty-five percent of the dollar value received or determined by COC will be reduced from the calculated disaster payment. The County Office shall enter the gross salvage value in the automated software. The factor will be applied during the software calculations. The full salvage amount shall be included on CCC-564, item 31.

The FSA office will need to apply the factor when using a manual payment calculation worksheet (CCC-564A or CCC-564B).

**E Developing County Average Adjustment Factors**

In lieu of calculating a quality adjustment factor for each unit, COC's may determine, with STC approval, a single average quality adjustment factor for each crop eligible for commodity loans except cotton or peanuts. The factor may be applied to production that has reduced quality because of an eligible disaster as determined by COC. The factor shall not be applied unless producers have documentation showing quality reductions.

**Note:** COC's shall determine a quality adjustment factor for any producer that requests an individual factor. Data to calculate the adjustment factor must be provided by the producer. It is recommended this procedure be used in offices where workload would prohibit individual adjustments.

If the office workload prohibits individual quality adjustments, a county average factor may be developed. To develop the quality adjustment factor, COC's shall consider any available data including:

- a representative sample of 2002 individual producer loan rates for the county where the commodity is stored
- data available from commodity warehouses or gins for the 2002 crop.

75 Method 2 - FSA Adjustments to Production (Continued)

**E Developing County Average Adjustment Factors (Continued)**

**Note:** An adjustment for moisture level is not a quality adjustment. See subparagraph 70 G.

**Example:** The 2002 county loan rate for corn is \$2.00 per bu. A sample of 25 individual producer loan rates calculated for the 2002 CDP averaged \$1.80 per bu.

By dividing the average producer loan rate by the county loan rate a quality adjustment factor of .9000 is determined.

COC shall document in COC minutes the farms and factors which were used to develop the average adjustment factor. COC shall also determine that the quality reduction was because of an eligible disaster-related condition.

**Result:** COC may adjust corn production by applying the .9000 quality adjustment factor to all producers with documentation proving quality losses in the affected area.

**F Special Cotton Provisions**

Cotton production may be adjusted for quality by comparing the county's "adjusted" loan rate with the producer's 2001 or 2002 average cotton loan rate. Follow the instructions in this table to make this determination.

<b>Step</b>	<b>Action</b>
1	Obtain the applicable 5-year average discount from the County loan rate. See Exhibits 24 and 25 for the average discounts for the applicable county and program year.
2	Apply the average discount from the county loan rate to obtain an "adjusted" county loan rate.
3	Determine the producer's average 2001 or 2002 loan rate. (Taken from the producer's recap sheet.)
4	Divide the producer's 2001 or 2002 loan rate by the "adjusted" county loan rate to determine the quality adjustment factor.
5	Multiply adjustment factor by producer's gross production to obtain the "adjusted production".

**75 Method 2 - FSA Adjustments to Production (Continued)**

**G Example for Cotton**

The producer's 2002 production is 50,000 lbs. The 2002 county loan rate is \$.5255 per lb. The producer's 2002 calculated loan rate is \$.43 per lb. The 5-year average discount to the county loan rate is -\$0.0301586.

Step	Action
1	\$.5255 minus \$.0301586 (Abilene, TX classing office - 2002) = \$.4953414 (Adjusted County Average Loan Rate).
2	\$.43 divided by \$.4953414 = .8680 (Quality Adjustment Factor - 4 decimals).
3	.8681 times 50,000 lbs. = 43,405 lbs. (Adjusted Cotton Production).

**H Quality Adjustment Worksheet**

Use the quality adjustment worksheet in subparagraph C for making quality adjustments to cotton production.

**76 Quality Adjustments for 2001 Peanuts**

**A Quality Adjustment**

To determine whether a farm is eligible for quality adjustments, each FSA-1007 for all farms within the unit will be used to determine the deficiency by type. To calculate the quality adjustment, the data in subparagraph B must be entered in CCC-761, item 11 for each lot of peanuts.

Use the producer's sales certification to determine that FSA-1007's have been provided for all production. If a correction document has been issued for FSA-1007, use the applicable information from the correction document for making determinations for quality adjustments. The producer is responsible for providing the applicable FSA-1007.

76 **Quality Adjustments for 2001 Peanuts (Continued)**

**B National Average Price Per Pound for Peanuts**

Enter the national average quota price per pound in CCC-761, item 11.

Type of Peanuts	2001 Average Price
Virginia	0.301
Spanish	0.291
Valencia	0.302
Runner	0.306

**C RMA Production Data**

In cases where producers do not have insurance, or have insurance and no RMA indemnity was calculated, the County Office shall calculate quality losses according to subparagraph D.

For all producers who have crop insurance and had a claim on peanuts, use crop insurance records to obtain the "production to count". Enter the production to count on CCC-441E, item 7.

CCC-761 is **farm specific**.

## 76 Quality Adjustments for 2001 Peanuts (Continued)

**D Completing CCC-761**

Follow the instructions in this table to complete CCC-761.

<b>Item</b>	<b>Entry</b>
1	State and county codes.
2	Producer's name.
3	Commodity (peanuts).
4	Type of peanuts.
5	2001.
6	Unit number for the commodity.
7	FSN.
8	FSA-1007.
9	Production in pounds from FSA-1007, item G.
10	Value per pound from FSA-1007, item P.  <b>Note:</b> If production was upgraded from loan additional to quota loan by a disaster transfer, the value per pound from FSA-1007, item P must be multiplied by 70 percent before entering in item 10. If segregation 2 or 3 production is not upgraded from loan additional to quota loan by disaster transfer, the value per pound from FSA-1007, item P must be multiplied by 21.64 percent before entering in item 10. The market price to be used is 15 cents.
11	Local market price by type. See subparagraph B.
12	The result of dividing item 10 by item 11 to determine the quality adjustment factor. Round to 3 decimal places. If the result is equal to or greater than 1.000, the lot of peanuts is <b>not</b> eligible for quality adjustments; therefore, enter the result as 1.000.
13	<b>Note:</b> Item 14 must be completed before completing this item.  Result of subtracting item 14 from item 9 to obtain production not to count.
14	Result of multiplying item 9 times item 12 to obtain production to count.
15	Total of column 9 to obtain the total production before quality adjustments.
16	Total of column 13 (total production not to count).
17	Subtract item 16 from item 15. Enter result in the total of column 14.

**Note:** Add the total "production to count" for all farms (all CCC-761's) and enter in CCC-441E, item 7. See paragraph 101.



**77 Additional Peanut Provisions****A Prorating Peanuts - 2001**

For 2001 peanut applications, the peanut acreage and production must be prorated into quota and additional peanuts using CCC-441E before completing CCC-564.

**Note:** Quota and additional peanuts must be listed as separate types of peanuts on CCC-564, item 19, as applicable.

CCC-441E must be completed to prorate acres and production into quota and additional peanuts. The producer's actual production must be entered on CCC-441E, item 7. Do not enter the producer's net production to count.

**B Quota Peanuts - 2001**

For quota peanuts, complete the following items on CCC-564 using the applicable CCC-441E completed for CDP:

- item 21 must equal CCC-441E, item 10
- item 24 must equal the result of multiplying the factor on CCC-441E, item 9 times the total actual harvested production.

**C Additional Peanuts - 2001**

For additional peanuts, complete the following items on CCC-564 using the applicable CCC-441E completed for CDP:

- item 21 must equal CCC-441E, item 11
- \*-item 24 must equal CCC-441E, item 14.--\*

**D Peanuts -2002**

\*--Use the procedure listed in subparagraphs E through H for 2002 peanut quality adjustments.

**Note:** This procedure incorporates the provisions of Notice DAP-176.--\*

77 Additional Peanut Provisions (Continued)

**\*--E Method Quality Adjustment Procedure**

The quantity to count for 2002 CDP peanut applicants shall be adjusted according to the following.

- Complete a separate CCC-761 for each type of peanut within the unit.

**Note:** There is no need to separate production by FSN. FSN is optional, however, unit definitions should be followed according to paragraph 30.

- Complete CCC-761 according to paragraph 76 and the following table.

CCC-761	Instruction
item 9	Enter the new weight including LSK's from FSA-1007, item G.
item 10	<ul style="list-style-type: none"> <li>• <b>Seg 1 Peanuts.</b> Enter the value per pound from FSA-1007, item P. If FSA-1007 is not completed through item P, the County Office must complete FSA-1007 calculations to that level. See subparagraph D.</li> <li>• <b>Seg 2 or 3 Peanuts.</b> Enter the higher of either of the following:                             <ul style="list-style-type: none"> <li>• actual value per pound if the peanuts were sold commercially</li> <li>• 35 percent of the applicable loan rate if marketing assistance loan was received.</li> </ul> </li> </ul>
item 11	Enter the local market price (national loan rate) listed in subparagraph F.
Enter the total adjusted production from CCC-761, bottom right column, in CCC-564, item 29.	
ENTER "O" for override in CCC-564, item 30.	

--\*

78 Additional Peanut Provisions (Continued)

**\*--F 2002 Peanut Local Market Prices**

The following provides the local market price for each type of peanut.

Type of Peanut	Local Market Price (National Loan Rate)
Virginia	\$.1768/lb.
Runner	\$.1779/lb.
Spanish	\$.1686/lb.
Valencia	\$.1768/lb.

**G Value Per Pound**

Some companies may not have completed FSA-1007 beyond item G. The County Office must complete the calculation in these instances to determine the value-per-pound including LSK's (FSA-1007, item P).

Step	Action
1	Multiply the percent of LSK's in the load times the gross weight to determine the pounds of LSK's.
2	Subtract the result of step 1 from the net weight of the load to obtain the net weight excluding LSK's (FSA-1007, item I).
3	Calculate the value per ton of the load based on the schedule of premiums and discounts according to Price Support procedure for each separate type of peanut. After applying the premiums and discounts, the net value per ton equates to FSA-1007, item N.
4	Calculate the value per pound excluding LSK's by dividing the result of step 3 by 2000. Round to 4 decimal places.
5	Multiply the result of step 4 times the times the result of step 2.
6	Multiply the result of step 1 times \$.07.
7	Add the result of steps 5 and 6 and divide by the net weight of the load including LSK's (FSA-1007, item G). Round to 2 decimal places. The result is the value-per-pound including LSK's. Enter this value in CCC-761, item 11.

--\*

## 79 Additional Peanut Provisions (Continued)

**\*--H Method 3 Quality Adjustment**

Production before any quality adjustments shall continue to be used under the Method 3 procedure. Production shall be entered in the appropriate level (CCC-564, item 33 or the System 36 equivalent), based upon the quality adjustment factor computed in CCC-761, item 12.

**Example:** If the quality adjustment factor in CCC-761, item 12 is .79, the quality loss attributed to production on that line item is 21 percent (1 minus .79).

The production associated with that 21 percent quality loss (CCC-761, item 9) shall be included in CCC-564, item 33, "Level I" or the System 36 equivalent.

All production with a quality adjustment factor higher than .80 shall be entered in CCC-564, item 33, "Unaffected".--\*



**78 Aflatoxin****A Quality Adjustment**

Aflatoxin is an eligible cause of loss under the 2001/2002 CDP if the cause can be directly attributed to adverse weather.

**B Aflatoxin Thresholds**

Producers must provide the County Office with proof of a price reduction because of aflatoxin. If the aflatoxin level is:

- less than 20 parts per billion or less, no quality adjustment will apply
- 20 parts per billion or more, the quality adjustment factor to apply to affected production is .50.

If the aflatoxin affected commodity is determined unmarketable, COC shall adjust the affected production to "0" in CCC-564, item 29. The commodity shall be treated under the "salvage" procedures if there is any market value remaining.

**C Certifying Contaminated Commodity**

In some cases, the elevator or buyer may conduct a test and reject the commodity without maintaining a copy of the test results. In these cases, the producer may certify the crop was disposed of because of the presence of toxins or contaminants. COC may require any additional evidence deemed necessary to substantiate the producer's certification, including but not limited to:

- a statement from the elevator or buyer indicating the grain was rejected because of the presence of toxins or contaminants
- verifying the crop disposition because of toxins or contaminants by CSREES, FSA field visits, or any other reputable source as determined by COC.

**D RMA Production Appraised as "Zero" Because of Aflatoxin**

For insured producers with RMA-adjusted production downloaded as "zero" because of aflatoxin and COC determines the production was sold in a normal market, count production according to subparagraph B. The producer's name and tax ID number should be referred to the applicable RMA Compliance Office. RMA procedure requires that grain appraised at "zero" because of the presence of mycotoxins be destroyed.

**79 Additional Quality Adjustments to RMA-Downloaded Production****A Adjustments to RMA-Downloaded Production**

In addition to RMA quality adjustments included in the RMA download as referenced in paragraph 74, COC's can make additional production adjustments using FSA quality and production determinations procedures.

**Example 1:** Potato Blight is a weather-related disaster condition that is initiated in the field, but may not become evident until the crop is in storage. The County Office may reduce the blight-affected production, if the RMA downloaded data does not account for the eligible cause.

**Example 2:** Sunflowers affected by Sclerotinia may not include a quality adjustment in the RMA-downloaded production figures. The County Office may apply a quality adjustment percentage by calculating the producer loan rate according to the applicable 2-LP. Follow procedures in paragraph 72.

Adjustments shall be limited for eligible causes of loss as determined up to the last day of signup. For commodities in storage and unsold on the last day of signup, the County Office may adjust RMA-downloaded production using the best available information.

**80 Method 3 - 5-Level Quality Loss Calculation****A Purpose**

As an alternative to the quality adjustments within the production loss calculation for single market crops, an alternative "5 level" quality loss calculation is available. This loss calculation is primarily designed to benefit producers that did not have a production loss which meets the 35 percent threshold, but experienced quality losses of 20 percent or more. Method 3 is also applicable to single market crops that do not receive adjustments to production under Method 1, such as hay and forage.

The CDP software will automatically calculate a quality loss using this method anytime data is entered in the various loss levels (CCC-564, item 33). A comparison with other methods will automatically be made to determine the most advantageous combination of quality adjustments for the producer.

**80 Method 3 - 5-Level Quality Loss Calculation (Continued)****B Applicability**

This 5-level method is applicable to:

- single market crops
- applications where acceptable verifiable evidence of both production and quality loss is provided
- STC has established loss criteria for applicable loss levels.

**C Eligible Affected Production**

Eligible affected production is the **harvested** production of an eligible 2001 or 2002 crop which has a documented quality reduction of 20 percent or more.

Unmarketable production (due to poor quality), is eligible. The producer must provide documentation substantiating the quantity and quality of the production.

**Note:** Unharvested production is not eligible for a quality adjustment under this method.

Affected production may be determined at the level in which acceptable records exist, such as bale, truck load, bin, and bunk. It is limited to actual harvested production and **may exceed the expected production** for the unit.

- Examples:**
- Total production of wheat on the unit is 100,000 bu.
  - 15,000 bu. suffers a quality loss of at least 20 percent.
  - Eligible production for quality loss benefits is 15,000 bu.

**D Unaffected Production**

Unaffected production is the producer's harvested production of the crop that did not experience an eligible quality loss of at least 20 percent.

**80 Method 3 - 5-Level Quality Loss Calculation (Continued)****E Documentation of Affected Quantity and Quality Loss**

Producers must provide acceptable verifiable documentation substantiating the quantity and quality of the affected production. Refer to paragraph 45 for the definition of verifiable records.

Quality documentation must be specific for the affected production.

**Examples:** Examples of acceptable quality documentation include the following:

- grading receipts from a warehouse or licensed grader
- sales receipts providing the grade of the crop
- university or other commercial lab test results acceptable to COC
- sales receipts showing disposition to a secondary market and documenting the quality loss, such as malting barley sold for feed.

**Note:** County "average" quality adjustment factors for loan commodities used under \*--"Method 2" according to subparagraph 75 E are **not** applicable to the 5-level--\* method.

Applications for quality losses shall not be approved without acceptable documentation substantiating the quality of production.

Harvested production documentation must:

- include the amount of affected production
- include the total harvested production
- be verifiable (sales receipts, actual measurements or appraisals, warehouse receipts, etc.). Producer or third party certification statements cannot be used for this quality adjustment.

**80 Method 3 - 5-Level Quality Loss Calculation (Continued)****F Documentation of Unaffected Production**

Producers may certify the quantity of unaffected production. COC may substantiate the producer's certification by requiring any documentation needed to reasonably verify the claim, including the following:

- an acreage report
- crop insurance records
- field appraisals
- disposal records
- certified statements from consultants, Extension, University or Government personnel, pesticide, or chemical applicators
- any other available documentation to substantiate the claim.

**G Salvage**

Unlike the production loss calculations, salvage value provisions do not apply to the 5-level method. All actual production, including production marketed as salvage, shall be assigned to the loss level associated with the STC-determined quality factors.

**Example:** A spring wheat producer harvested 2,000 bushels that could not be marketed in normal wheat markets because of the presence of previous crop barley that was not eliminated because of abnormally warm winter weather conditions. The producer was able to sell the wheat for livestock feed at \$1 per bushel.

**80 Method 3 - 5-Level Quality Loss Calculation (Continued)****G Salvage (Continued)**

Under the production loss calculations, the 2,000 bushels **are not included as production** and a salvage value of \$1,000 was recognized.

Under the 5-level method, the 2,000 bushel **is included as production**. The production shall be assigned to the loss level associated with the criteria established by STC, possibly Level I or Level II.

**H Payment Rate**

Payments under the 5-level method are limited to 65 percent of the affected production times 65 percent of the price difference between the quality affected and unaffected crop table price.

**81 Hay and Forage Provisions****A Eligibility**

Producers of hay or forage may be eligible for quality losses if the loss was attributed to an eligible disaster condition. Deterioration of the crop resulting from storage practices are not eligible for a quality adjustment.

**B Documentation**

Producers must provide written verifiable documentation indicating both the quality loss and the amount of the affected production. The quality loss documentation must be specific for the affected quantity.

**Example:** A hay test taken using third cut hay will only be applicable to the production from the third cut and may not be used to document losses from other cuttings.

**81 Hay and Forage Provisions (Continued)****C Production Documentation**

Production documentation is the same for all crops. The affected production must be documented using verifiable evidence, such as sales receipts or actual measurements. The documentation must be dated and contain specific production information related to the quality affected crop (bushels, pounds, tons, etc.). COC shall determine whether the documentation provided substantiates the crop, production and year of the requested quality loss adjustment. Certifications, maximum loss levels, and average quality loss levels are not applicable to Method 3.

**D Forage Measurements**

Actual measurements to verify production for a particular year must have been taken before the harvesting of the next years crop to document the year of production. Acceptable farm-stored forage measurements are those taken by:

- FSA employees if done as part of an official measurement service
- FSA Certified Loss Adjustors (LAC's)
- Extension Service or USDA employees acting in an official capacity
- Feed Company Consultants approved by STC
- Private Feed and Forage Consultants approved by STC
- RMA or Reinsured Company appraisers.

**Note:** The use of sales receipts to document production eliminates the need for an on-farm hay or forage measurement.

**82 Method 3 Loss Levels****A Overview**

Price, although indicative of quality, reflects other factors such as timing and location of sales, competition, and market glut or shortages. Products sold on the same day in different locations may have different quality discounts. Quality discounts may also vary from day to day.

For these reasons, sales price may not be the sole determinant of quality losses and can only be used in conjunction with written documentation substantiating the quality.

COC shall divide affected production into 1 or more of 5 quality loss levels established by STC, according to the extent of quality loss.

82 Method 3 Loss Levels (Continued)

**B Defining Quality Loss Levels**

The following table shows the 5 quality loss levels and the applicable quality loss range and affected price.

<b>Level</b>	<b>IF quality losses are between...</b>	<b>AND they receive a COC-determined quality loss equal to...</b>	<b>THEN they receive a payment rate based on 65 percent of the difference between the CDP price and the following affected price...</b>
I	20.0 percent and 29.9 percent	25.0 percent	<b>75 percent</b> of the CDP price.
II	30.0 percent and 49.9 percent	40.0 percent	<b>60 percent</b> of the CDP price.
III	50.0 percent and 69.9 percent	60.0 percent	<b>40 percent</b> of the CDP price.
IV	70.0 percent and 89.9 percent	80.0 percent	<b>20 percent</b> of the CDP price.
V	90.0 percent and 100.0 percent	95.0 percent	<b>5 percent</b> of the CDP price.

**C STC Action**

STC may establish State-wide, crop-specific criteria for each of the 5 quality loss levels for COC to use when assigning production to the applicable levels. STC shall make the \*--determination to set level criteria based on the availability of marketing data and quality--\* price discounts that can be documented for the specific crop. This method is not available to applicants if STC determines there is insufficient reliable data available to establish quality loss levels for any particular commodity.

**Note:** If STC establishes different levels from previous CDP, justification must be documented in STC minutes.

**82 Method 3 Loss Levels (Continued)****C STC Action (Continued)**

The following shall apply when establishing criteria:

- the criteria for each level shall be consistent with quality standards established under CDP as listed in subparagraph D
- additional criteria may be established only when CDP did not address quality concerns according to paragraph 83
- criteria may be established for crops not eligible for quality as production adjustments according to subparagraph F
- level V shall include unmarketable production
- any production which does not meet the 20 percent quality loss threshold shall be considered "unaffected".

**Note:** Up to 5 quality loss levels are available for each single market crop. STC may use as many of the 5 as necessary to reflect actual markets available to producers.

**D Compatibility With Production Adjustments**

Procedures for quality adjustments used when reducing production shall be included in the quality level criteria established by STC. These include the following:

- premium and discount tables in 2-LP handbooks
- sample grade adjustment factors listed in Exhibit 23
- aflatoxin adjustments in paragraph 78
- special cotton procedures used to establish the discount factor
- any other quality discount procedures used when adjusting production.

82 Method 3 Loss Levels (Continued)

**E Establishing Loss Level Criteria**

STC shall establish criteria for each quality level in a manner compatible with the quality adjustments used when reducing production.

For loan commodities, the criteria for each quality level shall be compatible with the quality adjustment factors used when adjusting production.

<b>Possible STC Criteria for Loan Commodities</b>	
<b>Level</b>	<b>CDP Quality Adjustment Factor</b>
I	.80 to .701
II	.70 to .501
III	.50 to .301
IV	.30 to .101
V	.10 or lower

**Example:** Uninsured wheat producers had gross production reduced for program purposes based on a quality adjustment factor (producer's loan rate divided by County average loan rate).

Producer's Loan Rate	\$1.55
County Average Loan Rate	\$2.58
Quality Adjustment Factor	.60

The producer's loan rate of \$1.55 is determined using the discount tables in the applicable 2-LP handbook. The quality adjustment factor is 0.60 and is calculated by dividing \$1.55 by \$2.58, according to subparagraph 75 G. Under the 5-level method, gross production for this producer should be placed in Level II.

**82 Method 3 Loss Levels (Continued)****F Nonloan Commodities**

For nonloan commodities, STC may establish the criteria for each level based upon the best available data or industry standards commonly used for the crop.

**Example:** STC may establish 5 quality loss levels for hay based on such items as:

- feed value
- protein
- a combination of factors normally associated with forage tests available in the State.

**G County Office Action**

COC shall review each producer's records and attribute production to the appropriate quality loss levels defined in subparagraph B based on the criteria established by STC for each quality loss level. Production may be attributed to a quality loss level on a bin-by-bin or load-by-load basis.

Unmarketable production shall be attributed to the loss level associated with its value.

**Example:** A producer had 1,000 bu. of unmarketable wheat. It was sold for 20 percent of the value of unaffected wheat to a neighbor for feed. Under the production loss calculations, the wheat is not included as marketable production and a "salvage" amount is assigned to account for the feed value. Under the 3-level method, the 1,000 bu. of wheat shall be counted as production and assigned to Level IV (losses between 70 percent and 89.9 percent).

**82 Method 3 Loss Levels (Continued)****H Intended Market**

The quantity eligible for quality loss assistance must be based upon the original intended use, market, and unaffected price.

**Example:** A corn producer normally markets the crop to a processor for chicken feed. The producer receives the same price whether the corn is Grade 1 or Sample Grade. This producer is not eligible for a Sample Grade quality adjustment, if a test indicated Sample Grade. The corn was sold:

- for its intended use
- to the intended market
- with no monetary loss to the producer.

This production shall be attributed to the "unaffected" category.

**83 Additional Quality Adjustment Factors****A Additional Factors**

In some cases, the schedule of premiums and discounts in the applicable 2-LP handbooks does not compensate the producer for specific quality losses experienced in the market.

STC may use the additional factors in this paragraph to account for quality losses not previously covered under CDP

**B Durum, Hard Red Spring, and Winter Wheat**

For durum, hard red spring, and winter wheat, STC may establish the following additional quality adjustment factors not accounted for in 2-LP:

- falling numbers
- hard and vitreous amber color (HVAC).

In those areas where discounts for damaged kernels were excessive because of falling numbers, STC may adjust the damaged kernel discounts.

## 83 Additional Quality Adjustment Factors (Continued)

**C Malting Barley**

For malting barley, STC may establish quality adjustment factors separately. The following are examples of those factors:

- germination
- protein
- thin
- plump
- skinned/broken
- mold
- blight
- sprout
- DON.

**Note:** As for all crops, producers must have acceptable written documentation showing the quality grading factors of the affected production, such as a University or other commercial lab test results. Therefore, documentation showing only that a crop graded as "feed" will not be considered acceptable documentation to substantiate the quality of the crop.

**D Quality Loss Factors Not Covered Under Production Adjustments**

The following is an example for establishing quality loss level criteria using "falling numbers" for durum wheat.

**Example:** A wheat producer suffered quality losses solely due to low "falling numbers", a factor not accounted for in 2-LP. Therefore, this producer did not receive a quality adjustment to production. To account for falling numbers, STC developed the following table.

Level	Quality Loss Percentages	STC-Determined Grading Factors for Falling Numbers
I	20.0 to 29.9	300 to 400
II	30.0 to 49.9	250 to 299
III	50.0 to 69.9	200 to 249
IV	70.0 to 89.9	150 to 199
V	90.0 to 100	Below 150

Quality adjustments for crops that were not eligible for production adjustments may be added to the criteria for the applicable loss level.

**84 Affected Price**

**A Price Levels**

The **affected price** for single market crops is equal to the CDP crop table price times the applicable quality loss percentage as shown in this table.

<b>Level</b>	<b>Affected Price</b>
I	75 percent of the CDP price
II	60 percent of the CDP price
III	40 percent of the CDP price
IV	20 percent of the CDP price
V	5 percent of the CDP price

**85-89 (Reserved)**

## Part 8 Value Loss Crops and Special Crops

### 90 Value Loss Crops

#### A Types of Value Loss Crops

Because of the unique nature of some crops for which disaster assistance is available, special provisions are required to assess losses and calculate assistance. This is necessary because the crops do not lend themselves to yield calculations or production loss situations. CDP uses the same value loss designations as NAP.

The value loss crops for the 2001/2002 CDP are:

- Christmas trees
- crustacean
- finfish
- mollusk
- mushrooms
- ornamental nursery
- grass with an intended use of SO (sod)
- floriculture
  - Exception:** Floriculture with intended use of SD (seed).
- ginseng
  - Exception:** Ginseng with an intended use of SD (seed).
- all crops with an intended use of RS or SE.

\*--Prevented planting factors are not applicable to value loss crops.

Maximum loss levels and production assignment procedures may apply to value loss crops according to Part 6.--\*

The procedure in this part is consistent with procedure in 1-NAP, except for the loss threshold.

## 90 Value Loss Crops (Continued)

### B Determining Inventory for Value Loss Crops

Disaster assistance for value loss crops is calculated based on the loss of value at the time of disaster. Determinations concerning the value of the loss for the unit must be made.

**Example:** A value loss crop suffers damage because of a hurricane. To determine whether the unit suffered an eligible loss at the time of disaster, determine the total value of inventory present on the unit immediately before and after the disaster.

It is important that a loss of value of any portion of the inventory be determined only if that portion of the inventory is not marketable in any market, now and in the future, established for this inventory because of disaster.

### C Quality Loss Adjustments

Quality loss adjustments do not apply to value loss crops.

### \*--D Determining Inventory When Exact Records Do Not Exist

Because of the nature of certain value loss crops, it may be difficult to determine the inventory before or after the disaster. Examples include:

- ginseng, which is grown underneath the surface of the ground
- tropical fish, which are reared in ponds.

CDP shall use the same standards and procedures as NAP to determine beginning and ending inventory.

In the case of:

- ginseng, a representative sample may need to be dug to accurately determine the extent of the loss if other data is not available
- aquaculture, COC may require additional evidence to substantiate the producer's loss claim. This data may include a comparison of sales figures for the disaster year compared to a nondisaster year. Restocking documentation for the periods before or following the disaster may also help validate the producer's inventory figures.

The burden of providing acceptable inventory documentation to COC is on the producer. If the beginning or ending inventory for value loss crops cannot be provided by the producer, an accurate loss calculation cannot be made, and the application shall be disapproved.--\*

**91 Aquaculture****A Eligible Aquacultural Species**

Eligible aquacultural species are:

- any species of aquatic organisms grown as food for human consumption
- fish raised as feed for fish that are consumed by humans
- ornamental fish propagated and reared in an aquatic medium.

**Note:** These include, but are not limited to, lobsters, crabs, prawns, shrimp, oysters, clams, finfish used as food for either humans or other eligible aquacultural species, and assorted ornamental fish.

To be eligible for disaster assistance, eligible aquacultural species must be raised:

- by a commercial operator on private property
- in water in a controlled environment.

**B Crop Year**

The crop year for all aquacultural species is from October 1 through September 30.

**C Private Property**

For a producer to be considered eligible for disaster assistance on aquaculture, COC must determine the:

- producer owns or has leased property with readily identifiable boundaries
- owner or lessee:
  - has total control of the waterbed, the ground under the specific type of water
  - does not have control over only a column of water.

**D Controlled Environment**

Eligible aquacultural species must be:

- placed in the aquacultural facility by the producer and must not be growing naturally in the facility

**Note:** Species indigenous to the facility are not eligible.

- planted or seeded on property described in subparagraph C
- planted or seeded in containers, wire baskets, net pens, or similar device designed for the protection and containment of the seeded aquacultural species.

## 91 Aquaculture (Continued)

**D Controlled Environment (Continued)**

All portions of the aquatic environment must be under the control of the producer. Control means the operator of the facility implements the following practices.

- **Flood prevention**, including, but not limited to:
  - placing the aquacultural facility in an area not prone to flood
  - in the case of raceways, devices, or structures designed for the control of water level.
- **Growing media** providing an aquatic medium that:
  - provides nutrients necessary for the production of the aquacultural species
  - protects the aquacultural species from harmful species or chemicals.
- **Fertilization or feeding** to obtain expected production results. Evidence of this practice must be provided by the producer at the request of COC. COC must be satisfied that the producer has an adequate supply of vitamins, minerals, or chemicals designed for the control of water quality and application equipment.
- **Irrigation and water quality**. Drought shall **not** be an eligible cause of loss as all aquacultural operators shall have systems and practices in place to ensure that the aquacultural species have adequate, quality water or aquatic medium even in the event of a severe drought. This includes having equipment designed to control the chemical balance and oxygenation of water.

The aquacultural operation must have an adequate water system available, as determined by COC, to be eligible for losses because of other eligible perils. When making this determination, COC shall consider the following:

- whether the source of water is adequate to ensure continued growth and survival of the aquacultural species even in the event of severe drought
- whether the aquacultural facility sustained losses in previous years because of water shortages or water supply interruption. If so, list corrective actions that have been taken.

**91 Aquaculture (Continued)****D Controlled Environment (Continued)**

- **Predator control.** Losses of aquacultural species because of pressure from other aquatic or nonaquatic species or man should not be a major factor, if the following good aquacultural practices are followed:
  - the aquacultural species are not placed in an area prone to suffer loss from predators
  - the aquacultural species are placed in an environment designed to prevent loss from predators
  - the operator of the aquacultural facility has control over the property on which the aquacultural species are located by way of land ownership or lease
  - the operator of the aquacultural facility is free to conduct aquacultural operations without interference from persons with no interest in the operation.
- **Disease control.** Disease is not a recognizable cause of loss, unless disease in the aquacultural species can be tied to damaging weather or other adverse natural occurrence. The operator of the aquacultural facility should have implemented an effective disease control program.

**E Eligible Operation Determination**

If CCC-564 is filed, the producer shall provide records COC requires to determine whether the aquacultural species are produced in an eligible facility. Required records include, but are not limited to:

- a report of crop acreage on which the facility resides
- feeding and fertilization
- reproduction
- hatchery operation
- production, inventory, or both
- predator control
- leases
- water quality
- stocking
- onsite specialized equipment
- production site preparation.

## 91 Aquaculture (Continued)

**F Ineligible Disaster Conditions**

The loss of eligible aquacultural species must be a **direct** result of natural disaster. Losses because of managerial decisions or losses of aquacultural species normally incurred in the production cycle of the aquacultural species, that is, normal death losses, are not eligible. Other ineligible causes of losses include the following:

- brownout
- failure of power supply
- the inability to market aquacultural species as a result of quarantine, boycott, or refusal of a buyer to accept production
- units that are not growing environments completely meeting the requirements of subparagraphs C and D
- collapse or failure of equipment used in the aquacultural facility.

**Example:** Damaging weather interrupts electrical power service causing an aquacultural facility's aeration equipment to fail. The loss of aquacultural species because of the lack of oxygen because of a failure of the aeration equipment is not eligible because natural disaster did not directly impact the aquacultural species.

It is important to note there are certain instances where disaster conditions affect a specific size or growth stage of species but does not adversely impact all sizes.

**Example:** It has been determined that excessive heat significantly increases loss of fry and fingerling catfish but is considered a preferable growing condition for food fish.

In cases such as this, COC has authority to recognize heat (when supported by scientific opinion or data) as a cause of loss for fry and fingerlings and at the same time consider all food fish as having no loss. COC shall assign full value to food fish even though producers may be claiming loss.

91 Aquaculture (Continued)

G Standard Units

STC shall convert aquacultural species or varieties to a standard unit of measure. Apply the following steps for each species, variety, or grouping.

**Note:** All sizes or values of a type or variety of a aquacultural species shall be summarized as 1 crop for unit loss purposes.

Step	Action	Example 1	Example 2	Example 3
1	Determine the applicable unit of measure and the value of each.	1 gallon of: <ul style="list-style-type: none"> <li>• fingerlings = \$15</li> <li>• 9-inch fish = \$30</li> <li>• 12-inch fish = \$45</li> <li>• 15-inch fish = \$60</li> </ul>	1 pound of: <ul style="list-style-type: none"> <li>• fingerlings = \$5</li> <li>• 9-inch fish = \$7</li> <li>• 12-inch fish = \$10</li> <li>• 15-inch fish = \$12</li> </ul>	one 9-inch fish = \$2.50 one 12-inch fish = \$4 one 15-inch fish = \$5.50
2	Determine the standard unit of measure and notify COC.	STC determined that the standard unit is 1 gallon of fingerlings.	STC determined that the standard unit is 1 pound of fingerlings.	STC determined that the standard unit is inches using the 9-inch fish.
3	Convert each unit of measure to a standard unit by using the ratio of values of each unit of measure.	$\$15 \text{ divided by } \$15 = 1 \text{ unit}$ $\$30 \text{ divided by } \$15 = 2 \text{ units}$ $\$45 \text{ divided by } \$15 = 3 \text{ units}$ $\$60 \text{ divided by } \$15 = 4 \text{ units}$ The producer harvested 100 gallons of fingerlings, 50 gallons of 9-inch fish, 75 gallons of 12-inch fish, and 80 gallons of 15-inch fish. Therefore, the producer has 745 units.	$\$5 \text{ divided by } \$5 = 1 \text{ unit}$ $\$7 \text{ divided by } \$5 = 1.4 \text{ units}$ $\$10 \text{ divided by } \$5 = 2 \text{ units}$ $\$12 \text{ divided by } \$5 = 2.4 \text{ units}$ The producer harvested 2 pounds of fingerlings, 5 pounds of 9-inch fish, 10 pounds of 12-inch fish, and 20 pounds of 15-inch fish. Therefore, the producer has 77 units.	$\$2.50 \text{ divided by } \$2.50 = 1 \text{ unit}$ $\$4.00 \text{ divided by } \$2.50 = 1.6 \text{ units}$ $\$5.50 \text{ divided by } \$2.50 = 2.2 \text{ units}$ The producer harvested ten 9-inch fish, five 12-inch fish and fifteen 15-inch fish. Therefore, the producer has 51 units.

**Note:** Some common units of measure for aquacultural species include, but are not limited to, the following:

- gallons
- pounds
- inches
- pieces.

91 Aquaculture (Continued)

H Calculating Eligible Loss

To calculate the loss for aquaculture, County Offices must complete the following calculations according to this table. The results of these calculations will be data loaded on CCC-564.

Step	Calculation
1	<p>Determine Field Market Value A.</p> <ul style="list-style-type: none"> <li>• Add the number of gallons, pounds, or similar sized aquacultural species (included in the crop definition) present immediately before the disaster.</li> <li>• Multiply the number of gallons, pounds, or similar sized aquacultural species by the approved average market price for these gallons, pounds, or similar sized aquacultural species.</li> </ul> <p>Add the total dollar value of all gallons, pounds, or similar sized aquacultural species of the crop (that is, nursery and mature clams). Enter the result in CCC-564, item 31.</p>
2	<p>Determine the dollar value of inventory after disaster.</p> <ul style="list-style-type: none"> <li>• Add the number of gallons, pounds, or similar sized aquacultural species (included in the crop definition) present immediately after the disaster.</li> <li>• Multiply the number of gallons, pounds, or similar sized aquacultural species by the approved average market price for these gallons, pounds, or similar sized aquacultural species.</li> </ul> <p>Add the total dollar value of all gallons, pounds, or similar sized aquacultural species of the crop (that is, nursery and mature clams). Enter the result in CCC-564, item 32.</p>
3	<p>Identify the dollar value of ineligible causes of loss. Determine a dollar value for losses stemming from ineligible causes of loss. Enter the result in CCC-564, item 33.</p>
4	<p>Determine Field Market Value B.</p> <p>Add CCC-564, item 32 and 33 and enter the result in CCC-564, item 34.</p>
5	<p>Determine the dollar loss occurrence.</p> <p>Enter the result of CCC-564, item 31 minus item 34 and enter in CCC-564, item 35.</p> <p><b>Note:</b> This is <b>not</b> the calculated eligible dollar amount for benefits. Use CCC-564B to calculate benefits.</p>

**91 Aquaculture (Continued)**

**I Applying Unharvested Payment Factors**

Unharvested payment factors for each type or variety of aquacultural species shall be established by STC.

The approved unharvested payment factor shall be applied to all aquacultural losses computed for payment, unless the producer can prove that the unit was harvested at the time of disaster or immediately after disaster. If the producer cannot show with documentary evidence that harvest of the unit, or portion of the unit, was performed at the time of disaster or immediately after the disaster, which is the basis for the application, any loss calculated for payment shall be paid at the unharvested rate. In no case shall COC assume that harvest expenses were incurred at or near the time of disaster.

**Note:** Although payroll or access to a seine may be considered evidence, unless COC is satisfied that the payroll or seine was used for harvest of the crop or commodity, that evidence is not relevant to the question of applying the payment factor. The producer must prove to COC's satisfaction that the unit or specific pond, etc. was harvested at the time of disaster or immediately after the disaster.

**92 (Reserved)**



**93 Ornamental Nursery****A Eligible Ornamental Nursery**

Eligible ornamental nursery includes decorative plants grown in a container or controlled environment for commercial sale.

Eligible nursery crops include, but are not limited to:

- deciduous shrubs, broadleaf evergreens, coniferous evergreens, shade and flowering trees, etc.
- seed stock for use as propagation in a commercial ornamental nursery operation.

**Note:** This includes fruit and nut seedlings grown for sale as seed stock for commercial orchard operations growing the fruit or nut.

Eligible nursery crops do **not** include:

- edible varieties
- plants produced for reforestation purposes or for the purpose of producing a crop for which NAP or crop insurance does not provide protection.

**B Crop Year**

The crop year for all ornamental nursery is from October 1 through September 30.

**C Florida Nursery Program**

Under the 2000 FLN, Florida nurseries were eligible to receive disaster assistance for losses between October 1, 2000, and December 31, 2000. The dates covered were part of the 2001 nursery crop year.

Nursery operations which received a payment under the FLN may participate in the 2001/2002 CDP. The period of eligibility for those nursery operations is:

- January 1, 2001, through September 30, 2001, for the 2001 crop year
- October 1, 2001, through September 30, 2002, for the 2002 crop year.

## 93 Ornamental Nursery (Continued)

**D Controlled Environment**

The ornamental nursery producer must either own or lease the property upon which the nursery stock is located. Eligible nursery stock must be placed in the ornamental nursery facility by the producer and must not be indigenous to the facility. The facility must be managed and cared for using good nursery growing practices.

**E Good Nursery Growing Practices**

Although definitions of good nursery growing practices may vary from 1 geographical region to another, certain practices are recognized and followed by all nursery operators. These include, but are not limited to, the following.

**Flood prevention**, including, but not limited to:

- containerized stock placed in a raised area above expected flood level
- drainage facilities provided, such as:
  - drainage ditches or tile
  - gravel, cinder, or sand base.

**Growing media.** Prevention of "root rot" and other media-related problems requires the following practices:

- well drained media with a minimum 20 percent air pore space
- pH adjustment for the type of plant produced.

**Fertilization** to obtain expected production results. Evidence of this practice must be provided by the producer at the request of COC. COC must be satisfied that the producer has an adequate supply of soluble or dry fertilizer and application equipment.

**Irrigation.** Drought shall not be an eligible cause of loss as all good nursery operators shall have irrigation systems and practices in place to ensure adequate water for the entire growing season even in the event of severe drought.

## 93 Ornamental Nursery (Continued)

**E Good Nursery Growing Practices (Continued)**

The nursery must have an adequate water system available, as determined by COC, to be eligible for losses because of other eligible perils. When making this determination, COC's shall consider:

- whether the source of water is adequate to ensure continuation of nursery stock irrigation practices even in the event of severe drought
- whether the nursery operation sustained losses in the past because of water shortages or water supply interruption along with any corrective action
- the type of irrigation system the nursery has in use.

**Insect and disease control.** Insects or disease is not a major contributing factor when determining eligible loss of ornamental nursery stock.

**Note:** Nurseries generally adhere to a routine pesticide spraying or dusting schedule whether they perform the application or contract it out. Nurseries that perform their own application, should have supportive records indicating an adequate supply of pesticides, appropriate for the type of plants grown, and availability of spraying or dusting equipment.

**Weed control.** In addition to visual inspection of the ornamental nursery facility for adequate weed control, the nursery should have cultivation and/or herbicide application equipment available.

**Rodent and wildlife control.** Damage caused by rodents and wildlife is not an eligible cause of loss because this damage should be minimized by using the following:

- mowing periphery of nursery in autumn
- treating periphery of nursery with rodenticide
- placing mouse bait in storage structures and in areas of straw and hay usage
- fencing nursery periphery, if deer or other wildlife are prevalent in the area.

**Overwinterization storage facilities.** The availability and use of adequate winter protection for containerized nursery stock is a major consideration in assessing the acceptable amount of risk. Recognized good nursery practices will vary depending on the USDA plant hardiness zone for the nursery location and type of nursery stock grown.

## 93 Ornamental Nursery (Continued)

**F Unacceptable Risks**

Before any disaster applications can be approved for ornamental nursery losses, COC must be satisfied that the provisions of subparagraphs D and E are met. Some of the unacceptable causes of loss that disaster will not provide assistance for include, but are not limited to:

- nursery stock grown in a region, USDA hardiness zone, or environment not conducive to successful production or plants for which mandatory or recommended storage requirements are not met

**Note:** The FCIC Actuarial Table, which specifies plants eligible for insurance and any mandatory or recommended storage for these plants in each hardiness zone defined by the Department, shall be reviewed.

- nurseries that do not follow recognized good nursery growing practices described in subparagraph E
- lack of:
  - adequate and acceptable winter storage protection for nursery stock plant species in the "MANDATORY" overwinterization category
  - adequate irrigation practice or an insufficient water supply source to ensure the continuation of a good irrigation practice
- loss prevention measures to control probable loss because of insects and disease:
  - applicants who fail to provide a report of inventory for all nursery stock in a county
  - applicants who fail to maintain or refuse to provide production and sales records necessary to determine the amount of value of eligible ornamental nursery stock
  - applicants who misrepresent any material facts related to any aspect of the ornamental nursery operation.

**93 Ornamental Nursery (Continued)****G Ineligible Disaster Conditions**

The loss of eligible ornamental nursery stock must be a **direct** result of natural disaster. Disaster does **not** provide protection against:

- brownout
- failure of power supply
- the inability to market nursery stock as a result of quarantine, boycott, or refusal of a buyer to accept production
- fire, where weeds and other forms of undergrowth in the vicinity of the nursery stock or building on the property have not been controlled
- collapse or failure of buildings or structures.

**H Unit Structure**

The unit for ornamental nursery shall include all eligible plant species and sizes.

**I Wholesale Market Value**

Wholesale market value is the total dollar valuation of all eligible stock in the unit at any time. Values are based on the producer's wholesale price list, if properly supported by records, less the maximum discount, which is stated in dollar terms, granted to any buyer.

COC shall examine each ornamental nursery producer's wholesale price list to determine whether prices, for each type, variety, and size of plant, are reasonable. If prices appear unreasonable for any plant within the inventory, STC shall establish the wholesale price for this plant.

93 Ornamental Nursery (Continued)

**J Insurance Coverage for Nursery**

Crop insurance coverage is available for nursery in every State. County Offices must review the "eligible plant list" to determine which crops are insurable and which crops are considered noninsurable. The "eligible plant list" provides the following:

- botanical and common name of insurable plants
- winter protection requirements for container material
- hardiness zone to which field grown material is insurable
- designated hardiness zones for each county
- unit classification for each plant on the list.

\*--Nursery crops that are listed as insurable but not insured shall be calculated at the 45 percent payment level. Nursery crops that are not listed shall be considered noninsurable and will be calculated at the 50 percent payment level.--\*

**K Calculating Eligible Loss**

To compute the loss for ornamental nursery, County Offices must complete the following calculations according to this table. The results of these calculations will be dataloaded on CCC-564, Part E.

Step	Calculation
1	<p>Determine Field Market Value A.</p> <ul style="list-style-type: none"> <li>• Review the unit's verifiable record of inventory present immediately before the disaster.</li> <li>• Multiply the smaller of the wholesale market value provided by the producer or the wholesale market value determined by STC for the type, variety, and size of plant times the number of plants of each type, variety, or size.</li> <li>• Add the total dollar value of all types, varieties, and sizes of eligible plants, and enter the result in CCC-564, item 53.</li> </ul>
2	<p>Determine the dollar value of inventory after the disaster.</p> <ul style="list-style-type: none"> <li>• Review any acceptable and verifiable record of post disaster inventory.</li> <li>• Multiply the appropriate value determined in the instructions in step 1 times the number of plants of each type, variety, or size.</li> <li>• Add the dollar value of all types, varieties, and sizes of eligible plants. Enter the result in CCC-564, item 54.</li> </ul> <p><b>Note:</b> If any plant identified in step 1 is determined to have any dollar value after disaster, or this plant may reestablish a dollar value for the plant, the plant must be counted as having the dollar value assigned in step 1.</p>

93 Ornamental Nursery (Continued)

**K Calculating Eligible Loss (Continued)**

Step	Calculation
3	Enter the dollar value of ineligible causes of loss.  Determine a dollar value for losses stemming from ineligible causes of loss. Enter the result in CCC-564, item 55.
4	Determine Field Market Value B by adding CCC-564, items 54 and 55 and enter the result in CCC-564, item 56.
5	Determine the dollar loss occurrence by entering the result of CCC-564, item 53 minus item 56 and enter in CCC-564, item 57.

**Note:** Follow the steps in this table to complete:

- CCC-564
- record loss data in the automated system.

**L Applying Unharvested Payment Factor**

STC does not have the authority to establish unharvested payment factors for ornamental nursery.

The following are the 2 unharvested payment factors for ornamental nursery:

- 100 percent, for container-grown ornamental nursery
- 50 percent, for field-grown, or noncontainer-grown, ornamental nursery stock.

Because there are 2 unharvested payment factors for ornamental nursery, County Offices must enter type codes of "FLD" for field grown nursery and "CON" for container grown nursery in CCC-564, item 51. A separate CCC-564 must be completed to accommodate each type listed. Although loss still will be calculated for the pay crop and pay type of ornamental nursery, by entering the information by type the automated system will use the proper unharvested payment factors to calculate the disaster benefits.

**94 Christmas Trees****A Eligible Loss**

The total value of Christmas trees present on the unit at the time of disaster must be reduced by more than 35 percent to qualify. Consider only trees present on the unit at the time of disaster when determining the unit's predisaster value. For an individual Christmas tree to be considered a loss, the value of the tree must be reduced to zero. A Christmas tree having any value as a Christmas tree, or a damaged Christmas tree that may rejuvenate and re-establish value as a Christmas tree, shall count as full value based on the age of the tree at the time of disaster.

**B Unit of Measure**

The unit of measure for all Christmas trees is a plant or tree.

**C Reporting Acreage**

In addition to providing acreage the producer must report:

- the dates of planting of all trees
- the number of trees by date of planting.

**D Average Market Price**

STC shall:

- establish the average age of mature Christmas trees
- establish a percent of average market price for each year the tree has been planted
- instruct COC to apply a percent of average market price for the years the Christmas tree has been planted.

**Note:** The amount must be greater than zero.

**Example:** Christmas trees normally considered mature and ready for harvest 5 years from the time of planting are worth 80 percent of the approved average market price in the fourth year after planting.

94 Christmas Trees (Continued)

**E Calculating Eligible Loss**

To calculate the loss for Christmas trees, County Offices must complete the following calculations according to this table. The results of these calculations will be dataloaded on CCC-564.

Step	Calculations
1	<p>Determine Field Market Value A.</p> <ul style="list-style-type: none"> <li>For the trees present immediately before the disaster, add the number of trees of each age of maturity and multiply the number of these trees times the appropriate average market price adjusted for the age of the tree.</li> </ul> <p><b>Example:</b> STC established 5 years from planting as the average number of years to maturity for Christmas trees. If the approved average price of a mature Christmas tree is \$15, a Christmas tree 2-years-old based on the final field planting would be valued at \$6. A unit with seventy 2-year-old trees would have a field market value A of \$420.</p> <ul style="list-style-type: none"> <li>Sum the total value of all Christmas trees (all ages) present on the unit immediately before the onset of disaster. Enter the result in CCC-564, item 53.</li> </ul>
2	<p>Determine the dollar value of inventory after disaster.</p> <ul style="list-style-type: none"> <li>Determine the post disaster inventory from either a loss adjustment report or acceptable or verifiable record the number of Christmas trees having dollar value.</li> </ul> <p><b>Note:</b> Any Christmas trees listed in step 1 having any dollar value, or which may rejuvenate or re-establish value, shall be counted as having the assigned value in step 1.</p> <ul style="list-style-type: none"> <li>Enter the sum of total Christmas tree value in CCC-564, item 54.</li> </ul>
3	<p>Enter the dollar value of ineligible causes of loss.</p> <p>Determine a dollar value for losses stemming from ineligible causes of loss. Enter the result in CCC-564, item 55.</p>
4	<p>Determine Field Market Value B.</p> <p>Add CCC-564, items 54 and 55 and enter the result in CCC-564, item 56.</p>
5	<p>Determine the dollar loss occurrence.</p> <p>Enter the result of CCC-564, item 53 minus item 56 and enter on CCC-564, item 57.</p>

**94 Christmas Trees (Continued)****F Unharvested Payment Factor**

Any disaster payment computed for the loss of Christmas trees on a unit shall have the unharvested payment factor applied.

Because unharvested payment factors can differ by type of Christmas tree, and if a State Office has data to support different unharvested payment factors by type, then different types shall be entered in CCC-564, item 32. This will enable the automated system to recognize and properly calculate payments of Christmas trees. A separate CCC-564 shall be completed for each type identified.

**95 Turfgrass Sod****A Eligible Loss**

Turfgrass sod will be eligible for 2001 or 2002 CDP when, according to the producer's reported planting date, the normal time of maturity was 2001 or 2002, as applicable, and the producer lost more than 35 percent of the expected production of the crop year's sod because of eligible disaster.

Turfgrass sod is not eligible for prevented planting under CDP.

**B Unit of Measure**

The unit of measure for all turfgrass sod is a square yard.

**C Average Market Price**

STC shall establish the average market price for a square yard of mature harvestable turfgrass sod.

**D Calculating Square Yards of Sod per Acre**

An acre of land contains 4,840 square yards.

STC shall establish, based on the average number of square yards of sod harvested per acre of turfgrass, the total number of square yards of sod per 1 acre of turfgrass.

The average square yards established by STC is **not** a yield figure. The number of square yards per acre represents the average amount of sod within an acre of turfgrass.

**95 Turfgrass Sod (Continued)****E Expected Production**

When establishing a unit's expected production of turfgrass sod, COC shall:

- multiply STC-established square yards per acre times the acreage of turfgrass in the unit
- adjust the expected amount of square yards of turfgrass sod for extraordinary deductions, such as unusually wide ribbons or areas not normally harvested as sod.

**Example:** STC established 4,000 square yards of sod per acre of seeded turfgrass. The producer has 5 acres of turfgrass. Notwithstanding any deductions for unusually large ribbons or similar unharvested areas, the producer's expected production of turfgrass sod from the acreage is 20,000 yards.

**F Assigned Production**

Turfgrass sod net production and production to count is:

- turfgrass sod having any dollar value
- acreage that may rejuvenate and produce sod before a replanting might be ready for harvest
- sod merely stunted or delayed for harvest.

Quality adjustments do not apply.

**G Unharvested Payment Factor**

Any loss of expected production of turfgrass sod calculated for payment shall have the unharvested payment factor applied.

**96 Honey****A Eligible Honey**

Eligible honey:

- \*--must have been produced between January 1 and December 31 of the applicable disaster year--\*
- includes table and nontable honey produced commercially for human consumption.

All honey is considered a single crop, regardless of type or variety of floral source or intended use.

**B Designating Control County Office**

A producer's colonies may be located in various counties at several different times during the crop year. An eligible producer having an interest in colonies of bees, or honey produced from these colonies, must designate a control County Office for the honey operation if one was not designated for another program.

**C Reporting Colonies**

The producer must accurately report the total number of the producer's colonies present in each county if a report is not on file in the County Office. CDP benefits for honey are calculated based on the loss of honey production from all of the producer's colonies.

The acreage report filed according to paragraph 35 must also include the following:

- FSA FSN where the producer's control county is located
- names and shares of all producers sharing in the honey produced from the colonies at the beginning of the crop year
- number of all colonies of bees in all counties in which the producer has a share or interest
- names of counties to and from which colonies of bees are moved.

**Note:** The certification statement on FSA-578 shall read as follows, "I certify the number of colonies reported include all colonies from which production is expected."

**96 Honey (Continued)****C Reporting Colonies (Continued)**

The producer shall certify the number of colonies from which expected production shall be calculated in the remarks section of the acreage report. The producer's certification must be supported by as many of the following documents as possible, but no less than 2:

- State hives registration
- loan documents
- previous year production records
- beekeeper financial records
- moving permits.

COC must be satisfied that the report of the number of colonies is accurate. The certification is binding for all producers sharing in the colonies or honey.

**D Calculating Eligible Loss**

Calculate unit loss of honey by:

- multiplying the producer's highest number of colonies reported at any time in the crop year times the historical yield
- subtracting the producer's total actual and assigned production of honey from all the producer's colonies.

**Note:** A producer's loss is calculated based upon all honey production in the United States.

A producer filing an application for honey loss payment must certify whether bees were present at the time of disaster.

## 96 Honey (Continued)

### E Ineligible Causes of Loss

Loss of honey production must be the result of an eligible disaster condition. Production losses because of managerial decisions or losses of bees because of circumstances other than natural disaster are not eligible. The following are ineligible losses of honey:

- the loss of colonies or bees causing lower honey production because of:
  - the application of agricultural or nonagricultural chemicals
  - theft, fire, or vandalism
  - movement of bees by the producer or any other person
  - disease or pest infestation of the colonies
- the inability to extract because of the unavailability of equipment
- collapse or failure of equipment or apparatus used in the honey operation
- losses resulting from improper storage of honey
- loss of honey production because of bee feeding.

### F Payment Factors

The prevented planting payment factor for honey is zero.

The unharvested payment factor for honey **shall** be applied to the loss calculated for payment when the producer suffers a total loss of harvested production.

### G Yields and Rates

Because a producer's honey production from all counties is treated as a single unit under CDP, the yield and rate shall be those applicable to the administrative county.

See paragraph 60 if a producer carries out a practice that generally results in lower yields than the established historic yield.

**97 Maple Sap****A Eligible Maple Sap**

CDP benefits for maple sap are limited to maple sap produced on private property in a controlled environment by a commercial operator for sale as sap or syrup. Eligible maple sap must be produced from trees:

- located on land the producer controls by ownership or lease
- managed for production of maple sap
- that average at least 30 years old and 12 inches in diameter.

An eligible tree may have additional taps added as the tree increases in diameter, up to a maximum of 4 taps per tree.

**B Unit of Measure and Basis for Yield**

The unit of measure for maple sap is gallons. The yield for maple sap shall be based on gallons of sap produced per tap.

**Note:** The maximum county-expected yield for maple sap shall be 10 gallons of sap per tap per tapping season, unless STC has documentation to support a higher county-expected yield.

**C Reporting Acreage**

Producing tree acreage shall be reported according to paragraph 35. The maple sap producer must report the:

- total number of eligible trees on the unit
- average size and age of producing trees
- total number of taps placed or anticipated for the tapping season.

**97 Maple Sap (Continued)****D Average Market Price**

The approved average market price for maple sap must be established for the value of the sap before processing into syrup. CDP benefits are for the eligible loss of maple sap, not syrup. If data is available only for maple syrup, this data must be converted to a maple sap basis. The price for a gallon of maple syrup shall be multiplied times **0.00936** to arrive at the average market price of a gallon of maple sap.

**Example:** State NASS data shows the average market price for a gallon of maple syrup is \$27.50. \$27.50 multiplied times 0.00936 results in an average market price of \$0.2574 for a gallon of maple sap.

**E Expected Production**

When establishing a unit's expected amount of production of maple sap, COC's shall:

- consider only the number of taps placed in eligible trees in the tapping season
- multiply the number of taps placed in eligible trees times the producer's approved yield, that is, gallons of sap per tap.

**F Payment Factors**

Prevented planting does not apply to sap. Therefore, the prevented planting payment factor for maple sap is zero.

The unharvested payment factor for maple sap **shall** be applied to the loss calculated for payment when the producer suffers a total loss of harvested production.

**98 Ginseng Root****A Definition**

Ginseng root is a value loss crop and ginseng seed is a yield-based crop. All NAP standards and requirements apply to ginseng according to 1-NAP, paragraph 185.

The crop definition for ginseng payment includes both root and seed; therefore, the loss for ginseng must include the loss for seed and root in determining more than a 35 percent loss. As a result, County Offices will use CCC-564, Part C to record the loss of production for the seed and use CCC-564, Part D to record the loss of value for the root. Because both calculations are taken out to dollars, the automated system will be able to calculate the eligible loss for ginseng taking both intended uses into consideration.

**Note:** Since ginseng seed is a yield-based crop see paragraph 45 for instruction.

**B Eligible Loss**

The total value of ginseng root present on the unit at the time of the disaster must be reduced by 35 percent to be considered eligible for a disaster payment. Consider only roots present on the unit at the time of disaster when determining the unit's predisaster value of ginseng root. For an individual ginseng root to be considered a loss, the dollar value of the root must be reduced to zero. A ginseng root having any dollar value that may rejuvenate and re-establish dollar value as a ginseng root, shall count as full value based on the age of the root at the time of disaster.

**Note:** Ginseng root has been known to lie dormant 1 year and come up the next.

**C Controlled Environment**

The ginseng root producer must either own or lease the property upon which the root is located. Eligible ginseng root must be placed in the bed or ground by the producer and must not be indigenous to the planted area. The crop must be managed and cared for using good crop growing practices.

**98 Ginseng Root (Continued)****D Good Ginseng Growing Practices**

Although definitions of good growing practices may vary from 1 region to another, certain practices can be considered good for all ginseng producers. Only ginseng that meets the following requirements of cultivated ginseng shall be eligible for benefits:

- grown in raised beds above and away from wet and low areas protected from flooding
- grown under man-made canopies that provide 75 to 80 percent shade cover
- grown in well drained media with a pH adjustment of at least 5.5 and that protects plants from disease
- grown with sufficient fertility and weed control to obtain expected production results.

At the request of COC, evidence of the above ginseng practice requirements must be provided by the producer. Any ginseng that is grown under cultivated practices or simulated wild or woodland conditions that does not meet these requirements is not eligible for disaster assistance.

**E Unit of Measure**

The unit of measure for all ginseng roots will be pounds.

**F Establishing Average Ginseng Root Value**

STC shall:

- establish the average market price for ginseng root
- establish the average production in terms of pounds per acre for unharvested ginseng root according to the age of the root
- instruct COC to calculate "full value" as the average pounds of production by age of the roots multiplied times the average market price.

98 Ginseng Root (Continued)

**G Annual Crop History**

Because ginseng is a perennial crop, the producer must provide annual crop history to establish when the loss occurred and the extent of such loss. If the producer does not or is unable to provide annual records to establish the beginning inventory before the loss and the ending inventory after the loss, production will be assigned by COC. See paragraph 60 for assigned production.

**H Calculating Eligible Loss**

To calculate the loss for ginseng roots, COC must complete the following calculations according to this table. The results of these calculations shall be dataloaded on CCC-564, Part E.

Step	Calculation
1	<p>Determine Field Market Value A.</p> <ul style="list-style-type: none"> <li>• For the roots present immediately before the disaster, multiply the average production determined for corresponding age of roots by the acreage of the applicable gardens by the average market price.</li> </ul> <p><b>Example:</b> STC established 7 years from planting as the average number of years to maturity for ginseng root. If the average price of a mature ginseng root is \$20, a root 5 years old would be valued at \$14. A unit with thirty 5-year-old roots would have a field market value A of \$420.</p> <ul style="list-style-type: none"> <li>• Sum the total value of all roots (all ages), if applicable, present on the unit immediately before the onset of disaster. Enter the result in CCC-564, item 53.</li> </ul>

98 Ginseng Root (Continued)

H Calculating Eligible Loss (Continued)

Step	Calculation
2	<p>Determine the dollar value of inventory after disaster.</p> <ul style="list-style-type: none"> <li>• If any roots remain unharvested after the disaster and may contribute to marketable production in a subsequent year, COC shall establish "<b>full value</b>" as calculated in step 1 to determine after disaster value for this acreage.</li> <li>• Determine the post disaster inventory for harvested acreage from either a loss adjustment report or acceptable or verifiable records. Assume the average market price per pound to establish value.</li> <li>• If a ginseng garden is abandoned and will no longer be cared for in the customary manner, accept producer certification of the roots available but not harvested. Apply maximum loss levels determined according to subparagraph 60 B for the applicable acreage. If maximum loss levels are stated in pounds per acre, use the average market price to establish value.</li> </ul> <p><b>Note:</b> COC must verify by spotcheck that the shade cover is removed and the ginseng beds are destroyed before value is determined.</p> <ul style="list-style-type: none"> <li>• Enter the sum of total root value in CCC-564, item 54.</li> </ul>
3	<p>Enter the dollar value of ineligible causes of loss. Determine the dollar value for losses stemming from ineligible causes of loss. Enter the result in CCC-564, item 55.</p>
4	<p>Determine Field Market Value B. Add CCC-564, items 54 and 55 and enter the result in CCC-564, item 56.</p>
5	<p>Determine the dollar loss occurrence. Find the result of CCC-564, item 53 minus item 56 and enter in CCC-564, item 57.</p>

I Unharvested Payment Factor

Any CDP payment computed for the loss of ginseng roots on a unit shall have the unharvested payment factor applied.

## 99 Hay and Forage Crops

### A Quality Losses

Quality losses must be documented with a test from a State university lab or other lab \*-approved by STC. The deadline for taking a forage test is **August 25, 2003**.-\*

Producers must provide written documentation of the quality loss that is specific for the affected quantity.

**Example:** A hay test taken using third cut hay will only be applicable to the production from the third cut and may not be used to document losses from other cuttings.

### B Production Documentation

Production for a CDP quantity loss may be certified by the producer, up to the STC-established maximum loss level.

Production for a quality loss payment may not be certified. Documented measurements must \*-be completed before the initial harvest date of the following year's crop.\*-

**Examples:** Examples include the following:

- actual appraisal measurements by USDA employees including FSA employees, RMA appraisers, or FSA certified loss adjustors
- sales receipts indicating the tonnage produced and sold
- production appraisals completed through an RMA reinsured company
- actual appraisal measurements by STC-approved feed or forage consultants. These documents shall include actual dated statements or receipts. Certification statements or appraisals obtained after \*-August 25, 2003, may be used to document the quantity loss, but cannot-\* be used to verify the quality affected quantity.

## 99 Hay and Forage Crops (Continued)

### \*--C New Seedings

If a producer seeds a hay or forage crop, such as alfalfa, during or immediately before the disaster crop year, the acreage:

- will **not** be considered eligible for CDP if COC determines no harvest was normally expected during the disaster crop year
- is eligible for CDP if COC determines some production would have been expected during the disaster crop year under normal growing conditions.

COC must:

- determine the expected yield for the newly seeded hay or forage crop
- prorate the yield with other acreage of the same crop.

**Note:** Winterkill is not a separate cause of loss. The overall expected production of the crop is considered when determining the loss threshold.

**Example:** A producer has 100 acres of alfalfa with a historical yield of 4 tons per acre.

The producer seeded 10 additional acres of alfalfa in the fall of 2001. COC determined the expected production on the newly seeded acreage during 2002 should be 1 quarter of the historical production.

The CDP yield for alfalfa in 2002 shall be calculated as follows:

- 100 acres times 4 tons = 400 tons
- 10 acres times 1 ton = 10 tons.

Total production of 410 tons divided by the total 110 acres equals 3.7 tons per acre.

The County Office shall change the historical yield to 3.7 tons per acre. The disaster application acres for alfalfa shall equal 110 for the 2002 crop year.--\*

## Part 9 Handling Special Cases

### 100 Hybrid Seed Corn and Sorghum

#### A Overview

Hybrid seed contracts have various formulas for settlement that make it extremely difficult to set 1 standard for determining dollars received on all agreements or contracts. The following subparagraphs apply to all producers (insured, uninsured, and noninsurable) applying for CDP benefits.

#### B Determining Expected Production

Typically hybrid seed is only harvested from the female plant. Normally hybrid seed fields are planted in a pattern or ratio of 3 or 4 rows of female plants to 1 row of male plants. Before harvest, the male rows and isolation rows are typically destroyed. However, there are situations where a producer may harvest the male rows that must be counted as production. County Offices shall use the total crop acreage planted regardless of female to male rows or isolation rows.

To determine expected production, County Offices shall use the historic yield for the grain crop multiplied by the total acreage of the crop.

#### C Determining Actual Production

Insured hybrid seed producers are required to bring in loss documents from RMA to document production. Because producers enter into an agreement or contract that they receive compensation from the seed company other than delivery of the crop, production must be adjusted upward by the amount of the contract or agreed payment.

Producers growing hybrid seed are required to submit a copy of the agreement or contract and settlement sheets to COC. The producer is required to identify the total amount paid for both the production and the amount received as a result of the agreement or contract. COC shall assign production to the crop equal to the amount of the total payments received.

**Example:** Producer A grew 40 acres (total female, male, and isolation rows) of hybrid seed corn under contract with ABC Corn Company. The producer received a total \$7,000 for both the production and the amount received as a result of the agreement or contract from the ABC Corn Company. COC shall assign \*--production of 3,333 bushels (\$7,000 divided by \$2.10 (county crop table price)--\* equals 3333.3 rounded to whole bushels). The assigned production of 3,333 bushels will be entered in CCC-564, item 29 with an "O" flag entered in CCC-564, item 30. No production shall be entered in CCC-564, item 24.

**Note:** Producers that harvest male rows must provide total production harvested, and COC must include that production as assigned in CCC-564, item 29.

101 Special Rules for 2001 Peanuts Only

**A Quota and Nonquota Peanuts**

For CDP purposes, planted 2001 peanut acreage and production for insured, uninsured, and noninsurable shall be prorated into:

- quota acreage and production
- nonquota acreage and production.

Each shall be treated as a separate "type" for disaster purposes (separate line items on CCC-564).

**Note:** 2002 crop year peanuts will be treated the same as any other program crop.

Use CCC-441E to prorate both acreage and production into quota and nonquota. See subparagraphs E and F.

**B Production and Acres**

For all insured, noninsured, and uninsured 2001 peanuts, the County Office shall:

- prorate acres and production into quota and non-quota production using CCC-441E
- calculate quality losses according to paragraph 76
- complete CCC-761 if quality adjustments are needed.

**C Prorating Unharvested Acreage and Production**

For all insured, uninsured, noninsurable, and unharvested 2001 peanut acres, use CCC-441E to prorate the unharvested acreage and appraised or assigned production into quota and nonquota.

Use a separate CCC-441E for:

- harvested acreage and production
- unharvested acreage and production.

**Note:** CCC-441E, items 1 through 8, that are completed for both the unharvested and harvested production for the farm will be the same except for item 7.

**101 Special Rules for 2001 Peanuts Only (Continued)****D Unharvested Production**

All unharvested 2001 peanut production (insured, uninsured, and noninsurable) shall be included on CCC-564. Enter the code "UH" in item 20 to designate the acreage and production as unharvested.

For insured producers with RMA data, use the RMA-determined unharvested production and acreage figures downloaded to County Offices.

For noninsurable, uninsured, or insured producers without RMA loss data:

- appraise production according to paragraph 50
- assign production, if applicable, for unharvested acres and enter on CCC-564, item 25 according to paragraph 60.

Use a separate line in CCC-564, Part C to designate unharvested quota and nonquota peanuts.

**E Prorating Prevented Planting Acres**

For 2001 prevented planting acres, the County Office shall:

- prorate the producer's effective quota based on the prevented planting disaster acres
- enter the prorated effective quota on CCC-441E, item 8
- prorate production acres according to subparagraph B.

101 Special Rules for 2001 Peanuts Only (Continued)

F Completing CCC-441E

County Offices shall complete CCC-441E for each 2001 farm according to the following table. The disaster loss of production shall be prorated between quota and nonquota peanuts.

Item	Entry
1	County Office name.
2	FSA/unit number (specify which).
3	2001.
4	Historic yield (higher of actual production history (APH) or county yield).
5	Disaster acres.
6	Expected production (multiply item 4 times item 5).
7	Total production minus production not counted because of quality adjustment. Production shall be taken from the RMA download, if applicable, CCC-761, if RMA download is not applicable and there is no quality adjustment, or the operator sales certification if a quality adjustment is not applicable.
8	Enter effective quota before fall transfers to and from the farm.  <b>Note:</b> If item 5 is prevented planted acreage, effective quota must be prorated for the number or acres approved for prevented planting.
9	Determine quota factor by dividing item 8 by item 6.  <b>Note:</b> If the factor is greater than 1, use 1.
10	Determine quota disaster acres by multiplying item 9 times item 5 and round to 2 decimal places.
11	Determine nonquota acres by subtracting item 10 from item 5.
12	Determine the quota disaster level by multiplying the quota disaster acres (item 10) times the historic yield (item 4) times the disaster level factor (.65). This calculation determines the maximum amount of production to prorate to quota production.
13	Determine the quota production by comparing item 7 to item 12. The smaller of the 2 is the amount of the production to be entered as quota in item 13.  <b>Exception:</b> If there are no nonquota acres on the farm, the total production in item 7 would be counted as quota production.
14	Determine nonquota production by subtracting the quota production (item 13) from actual production (item 7). Enter nonquota production in item 14.  <b>Exception:</b> If there are no quota acres on the farm, the total production in item 7 would be counted as nonquota production.
15	Indicate whether the worksheet is for harvested or unharvested acres and production.

101 Special Rules for 2001 Peanuts Only (Continued)

G Example of CCC-441E

The following is an example of a completed CCC-441E.

This form is available electronically.

<b>CCC-441E</b> (03-28-99)  <b>PEANUT PRORATION WORKSHEET BY FARM</b>	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. COUNTY FSA OFFICE NAME Any County FSA Office	
	2. FARM/UNIT NO. 1035/1		3. CROP YEAR 2001	
4. Historic Yield ( <i>higher of APH or county average yield</i> )			2203	
5. Disaster Acres			23.0	
6. Expected Production ( <i>item 4 times item 5</i> )			50,689	
7. Actual Production ( <i>total production minus production not counted due to quality adjustment</i> )			28,260	
8. Effective Quota ( <i>prior to fall transfers from the farm</i> )			28,773	
9. Factor ( <i>item 8 divided by item 6 - if item 8 is greater than item 6, use 1 as the factor</i> )			.5679	
10. Quota disaster acres ( <i>item 9 times item 5 - round to 2 decimals</i> )			13.06	
11. Nonquota disaster acres ( <i>item 5 minus item 10 - round to 2 decimals</i> )			9.94	
12. Disaster Level ( <i>item 10 times item 4 times .65</i> )			18701	
13. Quota production ( <i>Enter the smaller of item 7 or 12</i> )			18701	
14. Nonquota production ( <i>item 7 minus item 13</i> )			9559	
15. Remarks				

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101 Special Rules for 2001 Peanuts Only (Continued)

H Transferring Data to CCC-564

Use this table to transfer data from CCC-441E to CCC-564.

Step	Action
1	Summarize the following entries from all CCC-441E's in the unit: <ul style="list-style-type: none"> <li>• quota acreage (item 10)</li> <li>• nonquota acreage (item 11)</li> <li>• quota production (item 13)</li> <li>• nonquota production (item 14).</li> </ul>
2	On separate line entries on CCC-564, enter the total quota and nonquota acreage calculated in step 1 in CCC-564, item 21.
3	On separate line entries on CCC-564, enter the prorated quota and nonquota production calculated in step 1 in CCC-564, item 24.

102 (Reserved)

**103 Crops Having Multiple Harvests With Different Intended Uses**

**A Overview**

There are many crops that can be harvested for 2 different intended uses in the same growing season. In most situations, 1 of the intended uses has a higher dollar value per acre than the other.

**Example:** Producer A grows 50 acres of alfalfa. From this alfalfa crop, Producer A harvests 2 cuttings of hay and 1 harvest of seed.

Alfalfa Seed Rate and Yield		\$/acre
\$1.02/lbs	131 lbs/acre	\$134/acre
Alfalfa Hay Rate and Yield		\$/acre
\$71.00/ton	1.5 tons/acre	\$107/acre

In this example, it shows that the producer intending the crop for seed would receive a higher dollar value per acre than only intending the crop for hay.

**B Determining Actual Intended Use Based on Historical Data**

To ensure that producers obtain benefits according to the crop intention, it is necessary for COC to obtain historical production and acreage evidence from the producer for the previous 3 years. The evidence obtained will help COC determine the average number of acres historically grown for both intended uses.

If a producer is unable to provide any evidence of the higher-paying intended use, the benefits will be calculated solely on the lower-valued intended use.

**Exception:** If a producer cannot provide historical evidence, but does have actual marketings for both uses in the loss year, COC shall determine the number of acres intended by use based on the evidence provided by the producer for the year of loss.

Normal marketing percentages shall **not** be entered on CCC-547, item 23 for these situations.  
 \*--County Offices shall follow paragraph 110 for completing CCC-564.--\*

**103 Crops Having Multiple Harvests With Different Intended Uses (Continued)****C No Marketings Because of the Disaster**

Because of the disaster condition, a producer may not have any actual marketings of the crop available to determine the number of acres intended for each use as provided in the exception under subparagraph B.

Based upon the cultural practices implemented by the applicant, COC may determine the number of acres intended for each use.

If the producer cannot provide evidence of cultural practices unique to the higher valued use, COC shall assign the acres to the lowest value use for the crop.

**104 Fruit and Nut Crops****A Producer Responsibilities**

Producers shall be responsible for providing the following information for fruit and nut crops:

- age of trees
- spacing of trees on average of number of trees per unit (to determine number of trees per acre)
- whether the trees are managed or unmanaged.

**B COC Responsibilities**

COC must reduce yields, if age or spacing of trees on the unit are not capable of producing the county yield. DAFP has developed these reductions for COC's use as a guide from sources, such as State university research stations, CSREES, RMA Regional Offices, and FSA State Offices.

COC may adjust the percentages in this paragraph; however, any adjustments must be justified and documented in COC minutes with the concurrence of an STC representative.

If the reductions in subparagraphs C through L do not provide an estimated reduction in yield for older trees, COC may reduce the yield for older trees using all available information.

If APH or an approved yield is present for the crop, do not reduce the historic yield below the APH or approved yield.

104 Fruit and Nut Crops (Continued)

**C Peaches and Nectarines**

Use this table to reduce the yield for peach and nectarine trees based on the age of the trees.

<b>Age of Trees</b>	<b>Estimated Reduction in Yield</b>
less than 4 years	100 percent reduction
4 years	75 percent reduction
5 years	50 percent reduction
6 to 11 years	no reduction
over 11 years	10 percent reduction for each year not to exceed 50 percent

Normal spacing for peach and nectarine trees is 90 to 120 trees per acre. An additional reduction of 10 percent shall apply for every 7 trees below 90 trees per acre.

**D Limes**

Use this table to reduce the yield for lime trees based on the age of the trees.

<b>Age of Trees</b>	<b>Estimated Reduction in Yield</b>
4 years and older	no reduction
more than 2 years but less than 4 years	30 percent reduction
1 to 2 years	60 percent reduction

Normal spacing for lime trees is 100 trees plus per acre. An additional reduction of 10 percent shall apply for every 10 trees below 100 trees per acre.

104 Fruit and Nut Crops (Continued)

**E Citrus Except Limes**

Use this table to reduce the yield for citrus trees, except for lime trees, based on the age of the trees.

<b>Age of Trees</b>	<b>Estimated Reduction in Yield</b>
8 years and older	no reduction
more than 5 years but less than 8 years	30 percent reduction
2 to 5 years	45 percent reduction

Normal spacing for citrus trees is 100 trees plus per acre. An additional reduction of 10 percent shall apply for every 10 trees below 100 trees per acre.

**F Apples**

Use this table to reduce the yield for apple trees based on the age of the trees.

<b>Age of Trees</b>	<b>Estimated Reduction in Yield</b>
12 years and older	no reduction
less than 12 years	10 percent reduction for each year below 12

Normal spacing for apple trees is 109 trees per acre. An additional reduction of 10 percent shall apply for every 10 trees below 109 trees per acre.

104 Fruit and Nut Crops (Continued)

**G Apricots**

Use this table to reduce the yield for apricot trees based on the age of the trees.

<b>Age of Trees</b>	<b>Estimated Reduction in Yield</b>
8 to 20 years	no reduction
7 years	25 percent reduction
6 years	40 percent reduction
5 years	60 percent reduction
4 years	75 percent reduction

Normal spacing for apricot trees is 120 to 160 trees plus per acre. An additional reduction of 10 percent shall apply for every 12 trees below 120 trees per acre.

**H Grapes and Muscadines**

Use this table to reduce the yield for grape and muscadine vines based on the age of the vines.

<b>Age of Vines</b>	<b>Estimated Reduction in Yield</b>
5 years and older	no reduction
4 years	20 percent reduction
3 years	80 percent reduction

Normal spacing for grape and muscadine vines is 680 vines per acre. An additional reduction of 10 percent shall apply for every 68 vines below 680 vines per acre.

104 Fruit and Nut Crops (Continued)

**I Pears**

Use this table to reduce the yield for pear trees based on the age of the trees.

<b>Age of Trees</b>	<b>Estimated Reduction in Yield</b>
16 years and older	no reduction
15 years	10 percent reduction
14 years	20 percent reduction
13 years	30 percent reduction
12 years	40 percent reduction
11 years	50 percent reduction
10 years	60 percent reduction
9 years	70 percent reduction
8 years	80 percent reduction
7 years	90 percent reduction

Normal spacing for pear trees is 100 to 110 trees per acre. An additional reduction of 10 percent shall apply for every 10 trees below 100 trees per acre.

**J Cherries (Tart)**

Use this table to reduce the yield for cherry trees (tart) based on the age of the trees.

<b>Age of Trees</b>	<b>Estimated Reduction in Yield</b>
over 23 years	5 percent reduction for each year over 23
13 to 23 years	no reduction
12 years	10 percent reduction
11 years	20 percent reduction
10 years	30 percent reduction
9 years	40 percent reduction
8 years	50 percent reduction
7 years	60 percent reduction
6 years	80 percent reduction

Normal spacing for cherry trees (tart) is 100 to 135 trees per acre. An additional reduction of 10 percent shall apply for every 10 trees below 100 trees per acre.

104 Fruit and Nut Crops (Continued)

**K Cherries (Sweet)**

Use this table to reduce the yield for cherry trees (sweet) based on the age of the trees.

Age of Trees	Estimated Reduction in Yield
over 20 years old	5 percent reduction for each year over 20
10 to 20 years	no reduction
9 years	15 percent reduction
8 years	30 percent reduction
7 years	45 percent reduction
6 years	60 percent reduction

Normal spacing for cherry trees (sweet) is 150 trees per acre. An additional reduction of 10 percent shall apply for every 15 trees below 150 trees per acre.

**L Pecans**

Use this table to reduce the yield for pecan trees based on the age of the trees.

Age of Trees	Estimated Reduction in Yield
13 years and older	no reduction
12 years	50 percent reduction
9 to 11 years	75 percent reduction

Use this table to take an additional reduction because of trees per acre.

Age of Trees	Trees per Acre	Additional Reduction
13 to 18 years	27	10 percent for each 3 trees below 27
more than 18 years to 40 years	14	10 percent for each 2 trees below 14
more than 40 years to 60 years	7	15 percent for each tree below 7

**104 Fruit and Nut Crops (Continued)**

**M Native Pecans**

Consider each 15 native pecan trees as 1 acre regardless of the age of the tree. See subparagraph N for further reductions.

**N Unmanaged Orchards**

The county average yield shall be reduced an additional 35 percent, if the orchard is unmanaged with no set management system, that is, no pruning, no set spray cycle, etc.

**O Area Reductions**

The yield may be reduced by COC for the entire county or portion of a county if the area cannot produce the crop table yield in a normal year because of topography, soil type, regional climate, or other environmental factors.

**105 Grape Crops****A Background**

Grapes are insured nationwide under separate "Fresh" or "Processed" policies by RMA. Prices for each market have been included on the county crop table. Since the 2 markets are treated as separate crops by RMA, each market is considered a separate crop and will not offset each other.

In most of the country, "Fresh" grapes have a Pay Type code of "1" on the county crop table. The "Processed" grape record has a Pay Type code of "2" on the county crop table. Different pay type codes for the same crop code, intended use and planting period, will not offset each other during the automated payment calculations.

**B Insured Producers With Downloaded Production**

RMA-downloaded production for insured producers includes a quality adjustment if any grapes could not be sold in the intended market. All of the RMA-downloaded production shall be attributed to the intended market. No adjustments to the downloaded production are needed to account for the reduced quality.

**C Production Adjustments for Other Producers**

Harvested production for uninsured, noninsurable, or insured producers without RMA-downloaded production may be adjusted for poor quality because of an eligible disaster condition. Do not adjust production because of sales in a market other than intended, due primarily to market conditions.

**D Adjustment Procedure for Fresh Grapes**

Use this procedure to adjust production for grapes intended for the fresh table grade market but actually sold in a lower quality alternative market (applicable to subparagraph C) because the grapes were affected by eligible disaster conditions. Normally the fresh market unit of measure is "lugs" and the processed market unit of measure is in "tons".

105 Grape Crops (Continued)

**D Adjustment Procedure for Fresh Grapes (Continued)**

The quantity of production to count for table grapes damaged by an eligible cause of loss, marketed for any use other than table grapes will be determined by multiplying the greater of either of the following by the number of tons and dividing that result by the crop table price available for the insured unit:

- the value of the quality affected table grapes per ton (determined by actual sales receipts or COC-assigned value)
- \$50 per ton (RMA minimum used within the Grape Policy during 2001 and 2002).

**Note:** This result will be the number of lugs to count.

**Example: Thompson Grapes - Fresh Table Grapes**

Producer harvested and sold to the Fresh Market	4000 lugs	
Producer harvested and sold to a lower quality juice market	100 tons	(9,524 lugs)
Crop Table "Fresh" Price	\$ 5.70 / lug	

**Note:** FSA will use the RMA definition of "lug". The weight of a lug may vary in different areas. In this example, 1 lug equals 21 lbs.

**Production to Count Calculation**

$$\begin{aligned}
 100 \text{ tons (quality affected)} \times \$50 &= \$5,000 \\
 \$5,000 / \$5.70 &= 877 \text{ lugs} \\
 877 \text{ quality affected lugs} + 4000 \text{ unaffected lugs} &= 4877 \text{ lugs}
 \end{aligned}$$

Production to count will be higher if the producer actually received more than \$50 per ton for the poor quality grapes.

**105 Grape Crops (Continued)**

**E Adjustment Procedure for Processed Grapes**

Use this procedure to adjust production for grapes intended for the RMA defined processed market (normally wine market), but actually sold in a lower quality alternative market (applicable to subparagraph C).

COC may adjust processed production only if the value of the quality damaged grapes are less than 75 percent of the average market price for undamaged processed grapes. The average market price shall be determined by COC based on the best available data.

- Divide the value per ton of the damaged grapes (determined by actual sales receipts of COC-assigned value) by the crop table price.
- Multiply the result of item 1 (not to exceed 1.000) by the number of tons of eligible damaged grapes.

**Example: Thompson Grapes - Processed Grapes**

Producer harvested and sold to the Processed Market	100 tons
Producer harvested and sold to a lower quality jelly market and received \$30/ton	50 tons
Crop Table "Processed" Price	\$150 / ton

**Production to Count Calculation**

\$30/ ton divided by \$150.	=	.2000
.2000 times 50 tons	=	10 tons
100 unaffected tons + 10 quality affected tons	=	110 tons

**106-109 (Reserved)**



## Part 10 Crop Disaster Application

### 110 Applying for Benefits

#### A Required Forms

The following forms are required to apply for disaster benefits:

- AD-1026, if one is not already on file
- \*--CCC-566--\*
- CCC-502, if one is not already on file
- CCC-564
- CCC-564A
- CCC-564B
- CCC-564C
- CCC-564D
- CCC-564M, if applicable
- CCC-565
- CCC-761
- FSA-578.

#### B Application Approval or Disapproval

COC is responsible for either approving or disapproving all disaster applications. In cases involving multiple-cropped acreage applications, only 1 crop application shall be approved, unless the provisions of paragraph 37 have been met for eligible multiple cropping.

**Note:** Approve applications meeting all eligibility criteria in which crop losses resulted because of eligible disaster conditions, even if the 35 percent loss threshold was not met. If the producer did not suffer a 35 percent loss, the system will compute a zero payment.

If COC determines the disaster application should be disapproved, County Offices shall immediately notify the producer of the disapproval.

The letter to the producer shall include the following:

- notification the disaster application was disapproved
- reason or reasons for the disapproval
- applicable appeal rights according to 1-APP.

110 Applying for Benefits (Continued)

**C Instructions for Completing CCC-564**

Complete a separate CCC-564 for each crop based on the crop definition for payment and unit for which a payment for a loss of expected production is requested.

A manual CCC-564 should be completed according to this table when the automated system is unavailable.

Item	Instructions
1A	Enter producer name and address.
1B	Enter producer telephone number.
2	Enter producer ID number.
3	<p>*--Enter the State and county codes for which the unit is administratively located.</p> <p><b>Exception:</b> Physical location State and county codes shall be used for insured applications loaded through the "Cmd16" option. See paragraph 207 for additional information on loading applications through ".--*</p>
4	Check the crop year for which disaster benefits are being requested.
5	Enter the unit number.
6	Enter the crop and type, if the specific crop type is considered a separate crop, for which the notice of loss is being filed.
7	<p>Enter the planting period.</p> <p><b>Note:</b> The planting period will always be "1" unless multiple planting provisions apply.</p>
8	<p>Enter the farm serial numbers associated with the unit.</p> <p><b>*--Note:</b> This is not a required entry.--*</p>
<b>Part A - Notice of Loss</b>	
9	Check the appropriate block to identify whether the crop is insured, uninsured, or noninsurable.
10	A. Enter the weather-related disaster event that caused the loss.
	B. Enter the date the crop was planted.
	C. Enter the date the disaster event occurred.
	D. Enter the date the crop was destroyed or abandoned, if applicable.

110 Applying for Benefits (Continued)

C Instructions for Completing CCC-564 (Continued)

Item	Instructions
11	Entry is only required when the listed crop is grown on a fruit or nut bearing tree. Enter the number of trees and average age of trees associated with the unit. This information will be used to determine the stand per acre and potential yield.
12	Check the type of loss being reported, that is, prevented planting and/or damaged crop/low yield.
13	If item 12 is checked for prevented planted acreage, follow paragraph 36 for determining eligible prevented planted acres.
14	Enter the total acres planted to the crop listed in item 6 for the unit according to paragraph 35.
<b>Part B - Record of Management for This Crop</b>	
*--Items 15 through 17 are not required to be completed if CDP RMA data for the unit is provided in the RMA download.--*	
15	<p>For acreage entered in items 13 and 14, explain the purchase, delivery, or arrangement for seed chemicals, fertilizer, and land preparation measures taken for this crop.</p> <p><b>*--Note:</b> For prevented planted acreage only, attach copies of receipts for--* COC verification of intended prevented planted acreage.</p>
16	If “Damaged Crop/Low Yield” is checked in item 12, explain cultivation practices for expected crop production, before and after date of damage, on affected crop acreage, as fertilizer amounts, cultivation, seeding rate and variety, pesticides, and herbicide amounts, irrigation measures, etc.
17	Describe what has been done with the prevented planted or damaged crop acreage. If prevented from planting include the normal final planting date. If acreage was planted and harvested enter “ALL” or if only partially harvested enter the appropriated acreage according to Part C.
18	<p>Check:</p> <ul style="list-style-type: none"> <li>• “yes” if another crop was planted on the acreage on the application and list the crops planted</li> <li>• “no” if none of the acreage on the application was planted to another crop.</li> </ul>

110 Applying for Benefits (Continued)

C Instructions for Completing CCC-564 (Continued)

Item	Instructions	
<b>Part C - Yield Based Crops (For Single Market Crops Only)</b>		
19	Enter the type or variety of crop as indicated on FSA-578.	
20	Enter the producer's share.	
21	<b>FOR...</b>	<b>ENTER the...</b>
	2001 crop peanuts	adjusted acres as determined on CCC-441E.
	maple sap	total number of taps.
	honey	total number of colonies.
all other yield-based crops, including 2002 peanuts	acres associated with the type/variety, practice, and stage.	
22	Enter either of the following practices: <ul style="list-style-type: none"> <li>• "I" for irrigated</li> <li>• "N" for nonirrigated.</li> </ul>	
23	Enter 1 of the following stage abbreviations: <ul style="list-style-type: none"> <li>• "H" for harvested</li> <li>• "UH" for unharvested</li> <li>• "PP" for prevented planting.</li> </ul>	
24	For noninsurable and uninsurable crops, actual production is required. For insured producers, entry is only required when the applicant is applying for an additional quality payment. Enter producer's actual harvested production, including unmarketable production.  Attach copies of date-stamped sales receipts to CCC-564. Production shall be entered in the same unit of measure listed on the county crop table.	
25	For insured crops only. The RMA production is the RMA-downloaded production *--to count. For crops that did not have an RMA loss record, enter the actual, appraised, or certified production for the unit (not by producer share) by stage and practice.  <b>Note:</b> RMA production must be provided to calculate the CDP quantity loss.--*	

110 Applying for Benefits (Continued)

C Instructions for Completing CCC-564 (Continued)

Item	Instructions
26	<p>Enter the gross crop insurance indemnity payment minus the premium paid by the producer.</p> <p>*--If RMA data shows the producer's shares that differ from FSA information, as provided in subparagraph 62 D, the RMA net indemnity must be prorated to reflect the producer's corrected share in the 2001/2002 crop.--*</p> <p><b>Note:</b> RMA download will include the net indemnity payment (gross crop insurance indemnity payment minus the premium paid by the producer).</p>
27	<p>Enter the intended use, such as "SD" (seed) and "FG" (forage).</p>
28	<p>Enter the total dollar value received for crops sold as salvage according to paragraph 52.</p>
29	<p>COC shall enter adjusted or assigned production, as applicable, according to the following:</p> <ul style="list-style-type: none"> <li>• enter assigned production determined according to paragraph 60</li> <li>• enter adjusted production for quality according to Part 7.</li> </ul>
30	<p>Enter an:</p> <ul style="list-style-type: none"> <li>• "A" flag if the assigned production is to be added to actual production</li> <li>• "O" flag if the assigned production is to override the actual production.</li> </ul>
31	<p>COC shall enter the assigned salvage value determined according to paragraph 52.</p>
32	<p>COC shall enter the adjusted unharvested factor determined according to subparagraph 61 B.</p>
33	<p>Entry is only required when the applicant is applying for an additional quality payment. For single market crops only, COC shall enter the gross harvested production affected by a minimum of a 20 percent quality loss into 1 or more of 5 quality loss levels, according to the extent of the quality loss and the unaffected production according to paragraph 80.</p> <p>Production shall be entered in the same unit of measure listed on the county crop table.</p> <p><b>Note:</b> Affected production may be calculated using the smallest measurable unit for which acceptable records exist (bale, truckload, bin).</p>

110 Applying for Benefits (Continued)

C Instructions for Completing CCC-564 (Continued)

Item	Instructions
<b>Part D - Yield Based Crops (For Multiple Market Crops Only)</b>	
34	Enter the type or variety of crop as indicated on FSA-578.
35	Enter the producer's share.
36	<b>Enter acreage from FSA-578.</b>
37	Enter either of the following practices: <ul style="list-style-type: none"> <li>• "I" for irrigated</li> <li>• "N" for nonirrigated.</li> </ul>
38	Enter 1 of the following stage abbreviations: <ul style="list-style-type: none"> <li>• "H" for harvested</li> <li>• "UH" for unharvested</li> <li>• "PP" for prevented planting.</li> </ul>
For items 39 through 50, enter values in the primary, secondary, tertiary, and unmarketable blocks, as applicable.	
39	Not applicable.
40	For noninsurable and uninsurable crops, actual production is required. For insured producers, entry is only required when the applicant is applying for an additional quality payment. Enter producer's actual harvested production, including unmarketable production.  Attach copies of date-stamped sales receipts to CCC-564. Production shall be entered in the same unit of measure listed on the county crop table.
41	For insured crops only. The RMA production is the RMA-downloaded production *--to count. For crops that did not have an RMA loss record, enter the actual, appraised, or certified production for the unit (not by producer share) by stage and practice.  <b>Note:</b> RMA production must be provided to calculate the CDP quantity loss.--*
42	Enter the gross crop insurance indemnity payment minus the premium paid by the producer.  If RMA data shows the producer's shares that differ from FSA information, as provided in subparagraph 62 D, the RMA net indemnity must be prorated to reflect the producer's corrected share in the 2001/2002 crop.  <b>Note:</b> RMA download will include the net indemnity payment (gross crop insurance indemnity payment minus the premium paid by the producer).
43	Enter the intended use.

110 Applying for Benefits (Continued)

C Instructions for Completing CCC-564 (Continued)

Item	Instructions
44	Enter the producer’s historical record of marketing as a percentage by use.  <b>Note:</b> If the producer does not have historical records, see item 48.
45	Enter the total dollar value received for crops sold as salvage according to paragraph 52.
46	COC shall enter adjusted or assigned production, as applicable, according to the following: <ul style="list-style-type: none"> <li>• enter assigned production determined according to paragraph 60</li> <li>• enter adjusted production for quality according to Part 7.</li> </ul>
47	Enter an: <ul style="list-style-type: none"> <li>• “A” flag if the assigned production is to be added to actual production</li> <li>• “O” flag if the assigned production is to override the actual production.</li> </ul>
48	Enter COC-established normal marketing percentages for the county for those producers who did not provide historical marketings or only certified their normal marketings.
49	COC shall enter the assigned salvage value determined according to *--paragraph 52.--*
50	COC shall enter the adjusted unharvested factor determined according to subparagraph 61 B.
<b>Part E - Value Loss Crops</b>	
51	This only applies to those value loss crops that may have different unharvested payment factors. If applicable, enter the type or variety of crop as indicated on FSA-578. Complete a separate CCC-564 for each type.  <b>Example:</b> Nursery has 2 different unharvested payment factors for field-grown nursery vs. container-grown nursery. Enter type code “FLD” to identify field-grown nursery with an unharvested payment factor of .5000 or type code “CON” to identify container-grown nursery with an unharvested payment factor of 1.000. See Part 8 to identify any other applicable value loss crops.

110 Applying for Benefits (Continued)

C Instructions for Completing CCC-564 (Continued)

Item	Instructions
52	Enter the producer's share.
53	Enter the Field Market Value A determined according to Part 8 for value loss crops.
54	Enter the dollar value after the disaster. Determine the dollar value from the loss adjustment report or acceptable and verifiable record of post disaster inventory. Follow the same instructions provided in calculating Field Market Value A to determine value.
55	Enter the dollar value for losses stemming from ineligible causes of loss determined according to Part 8.
56	Determine the Field Market Value B by adding items 54 and 55 and entering the result.
57	<p>Calculate the value loss for the crop by subtracting item 56 from item 53. Enter the result.</p> <p><b>Note:</b> This is not the calculated eligible dollar amount for benefits. Complete CCC-564C to calculate benefits.</p>
58	Enter the total dollar value received for crops sold as salvage according to paragraph 52.
59	COC shall enter the assigned value determined according to paragraph 60.
60	<p>Enter the gross crop insurance indemnity payment minus the unsubsidized portion of the premium paid by the producer.</p> <p>If RMA data shows the producer's shares that differ from FSA information, as provided in subparagraph 62 D, the RMA net indemnity must be prorated to reflect the producer's corrected share in the 2001/2002 crop.</p> <p>*--For malt barley endorsements, include the indemnity amounts provided in <b>both</b> units as provided in subparagraph 62 I.--*</p> <p><b>Note:</b> RMA download will include the net indemnity payment (gross crop insurance indemnity payment minus the unsubsidized portion of the premium paid by the producer).</p>
<b>Part F - Remarks</b>	
	Enter information necessary to document any loss, unusual practices or uses, or calculation used in documenting problem.

110 Applying for Benefits (Continued)

C Instructions for Completing CCC-564 (Continued)

Item	Instructions
<b>Part G - Producer's Certification</b>	
61 A and B	Producer signature and date.  <b>Note:</b> Only 1 member having authority to sign for the partnership is required to sign for a partnership.
62 A-C	CCC representative shall sign and date the worksheet and indicate in the box provided whether approved or disapproved.
63 A and B	Enter the name, address and telephone number of the County FSA Office where the farm is administratively located and where the application is filed.

**Notes:** If multiple-cropped acreage applications are on file and only 1 crop can earn payment, COC or designee shall:

- disapprove other crop applications for the same acreage noting the producer's choice as reason for disapproval
- approve the crop designated if all other eligibility criteria has been met.

See paragraph 37.

110 Applying for Benefits (Continued)

**D Processing CCC-564's With Multiple-Cropped Acreage**

This subparagraph applies only to multiple-cropped acreage not meeting eligibility criteria according to paragraph 37, and producers must select a crop for payment. Depending on the specific situation, all applicable CCC-564's for multiple-cropped acreage may:

- not need to be processed
- need to be processed but not all entries are required
- need to be processed with all entries completed.

In all cases, process all applicable CCC-564's if needed to enable the producer to make an informed decision. See the following table for guidance.

**Note:** If CCC-564's for nonselected crops are not required to be processed, COC shall take steps to ensure that the nonselected crop is not inadvertently approved.

<b>Table 1</b>		
<b>IF CCC-564...</b>	<b>AND...</b>	<b>THEN...</b>
acreage planted to multiple crops was planted acre for acre to each crop	the owner/operator has 100 percent share of each crop planted	<ul style="list-style-type: none"> <li>• complete CCC-564 for the crop selected for payment</li> <li>• process CCC-564 for the crop not selected if the crop has an RMA download</li> </ul> <p style="margin-left: 20px;"><b>Note:</b> See Table 2.</p> <ul style="list-style-type: none"> <li>• CCC-564 will not be required for the noninsurable and uninsured crops that were not selected for payment</li> </ul> <p style="margin-left: 20px;"><b>Note:</b> See Table 2.</p> <ul style="list-style-type: none"> <li>• complete CCC-564M.</li> </ul>

110 Applying for Benefits (Continued)

D Processing CCC-564's With Multiple-Cropped Acreage (Continued)

<b>Table 2</b>	
<b>IF the...</b>	<b>THEN...</b>
RMA record, for the nonselected crop, was downloaded to the County Office	<ul style="list-style-type: none"> <li>• process CCC-564 using the RMA data for the nonselected crop</li>   <li style="padding-left: 20px;"><b>Note:</b> Items 8 through 15 for the nonselected crop do not need to be completed.</li>   <li>• the producer does not sign CCC-564 for the nonselected crop</li>   <li>• complete CCC-564M according to paragraph 116</li>   <li>• enter disapproval date into the system.</li> </ul>
nonselected crop is uninsured or noninsurable	<ul style="list-style-type: none"> <li>• do not complete CCC-564 for the nonselected crop</li>   <li>• complete CCC-564M according to paragraph 116. Item 3K may be left blank.</li> </ul>

<b>Table 3</b>		
<b>IF the nonselected crop is...</b>	<b>AND...</b>	<b>THEN process each applicable CCC-564 according to subparagraph...</b>
insured, noninsurable, or uninsured	<ul style="list-style-type: none"> <li>• the crop has single cropped acres eligible for payment</li>   <li>• more than 1 producer has a share in the multiple-cropped acreage</li> </ul>	<ul style="list-style-type: none"> <li>• 116 D.</li>   <li>• 116 A.</li> </ul>

## 110 Applying for Benefits (Continued)

**D Processing CCC-564's With Multiple-Cropped Acreage (Continued)**

**Example 1:** Farm B has 300 acres of cropland. The producer has 100 percent share of all crops on the farm and plants 300 acres of wheat; the wheat failed and the producer planted the 300 acres to cotton. The cotton also failed. Both crops were insured; however, the wheat and cotton are not approved as a multiple-cropping combination. The producer requests a disaster payment for his or her cotton crop.

County Offices shall:

- require the producer to complete CCC-564 for the cotton crop
- require the producer to complete CCC-564M, including the wheat acreage
- process CCC-564 for the wheat crop with the RMA data only

**Note:** Items 8 through 15 do not need to be completed.

- attach CCC-564M to the cotton CCC-564 and wheat CCC-564
- disapprove CCC-564 for wheat in the system.

**Example 2:** Farm C has 200 acres of cropland. The producer has 100 percent share of all crops on the farm and plants 200 acres of cotton that failed. The producer planted the 200 acres to sunflowers; the sunflowers also failed. The producer had insurance on his cotton but the sunflowers were noninsurable. Cotton and sunflowers are not approved as a multiple-cropping combination. The producer requests a disaster payment for his or her cotton crop.

County Offices shall:

- require the producer to complete CCC-564 for the cotton crop
- require the producer to complete CCC-564M, including the sunflower acreage
- not process CCC-564 for sunflowers unless the producer requests that it be processed to assist him or her in making a decision
- attach CCC-564M to the cotton CCC-564.

111 Example of CCC-564 for Yield-Based Crops

A Example of CCC-564 for Yield-Based Single Market Crop

Following is a completed example of CCC-564 for yield-based single market crop.

This form is available electronically.

<b>CCC-564</b> (05-27-03)  <b>2001 and 2002 CROP DISASTER PROGRAM APPLICATION</b>	<b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation		<b>1A. Producer's Name and Address</b> (City, State and Zip Code) John Smith Rt 1A Crosby, ND 58730		<b>2. Producer's Identification No.</b> 123-45-6789S	
			<b>1B. Producer's Telephone No. (Including Area Code)</b> (111) 111-1111		<b>3. State and County Codes</b> 38-023	
			<b>4. Crop Year (Check ONLY one):</b> <input type="checkbox"/> 2001 <input checked="" type="checkbox"/> 2002			
	<b>NOTE:</b> The authority for collecting the following information is Pub. L. 109-7, Agricultural Assistance Act of 2003. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.		<b>5. Unit Number</b> 1.01	<b>6. Crop</b> Wheat 011	<b>7. Planting Period</b> 01	<b>8. FSN's Associated with Unit</b> 755

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is The Agricultural Assistance Act of 2003 (Pub. L. 108-7) and 7 CFR Part 1480. The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility. In addition to the already published routine uses, this information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court magistrate or administrative tribunal. All information provided herein is subject to verification by the Commodity Credit Corporation. As provided in various statutes, failure to provide true and correct information may result in civil suit or criminal prosecution and the assessment of penalties or pursuit of other remedies. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.

**PART A - NOTICE OF LOSS**

<b>9. Check appropriate block:</b> <input checked="" type="checkbox"/> Insured <input type="checkbox"/> Noninsurable  <input type="checkbox"/> Uninsured		<b>10A. What disaster event caused the loss?:</b> Hail Storm			<b>11. Number of trees per unit/avg age</b> NA
		<b>10B. Date Crop Planted</b> 5-15-2002	<b>10C. Disaster Event Date</b> 7-15-02	<b>10D. Date Crop Destroyed/Abandoned</b> NA	
<b>12. Check type of loss reported in Item 10. (Check any and all that apply)</b> <input type="checkbox"/> Prevented Planting <input checked="" type="checkbox"/> Damaged Crop/Low Yield				<b>13. Prevented Planted Acreage</b> NA	<b>14. Planted Acreage</b> 132.6

**PART B - RECORD OF MANAGEMENT FOR THIS CROP**

<b>15. Purchased/Delivered/Arranged for:</b> YES NO If "Yes", explain (for prevented planting attach copies of receipts):	
Seed, Chemical and Fertilizer	X Seeded and Fertilized - May
Land Preparation Measures	X Plow + Harrow - May
<b>16. What cultivation practices were employed on damaged/low yield crop acreage?</b>	
<b>17. What was done with prevented planted or damaged crop acreage?</b>	
<b>18. Was any acreage on this application planted to another crop?</b> <input type="checkbox"/> YES (If "YES", list crop(s)): <input checked="" type="checkbox"/> NO	

**PART C - YIELD BASED CROPS (FOR SINGLE MARKET CROPS ONLY)**

										COC Use Only				
19. Type/Variety	20. Producer Share	21. Acres	22. Practice	23. Stage	24. Actual Harvested Production	25. RMA Prod.	26. Net Indemnity	27. Use	28. Salvage Value	29. Assigned/Adj. Production	30. Flag	31. Salvage	32. Adjusted Unharvest. Factor	33. Quality Affected Production
HRS	1.000	132.6	NI	H	3,000	225.8	17,500	GR	0					Level I
														Level II
														Level III
														Level IV 1250
														Level V 1750
														Unaffected

111 Example of CCC-564 for Yield-Based Crops (Continued)

A Example of CCC-564 for Yield-Based Single Market Crop (Continued)

CCC-564 (05-27-03) (Page 2)

**PART D - YIELD BASED CROPS (FOR MULTIPLE MARKET CROPS ONLY)**

													COC Use Only				
34 Type/ Variety	35 Producer Share	36 Acres	37 Prac.	38 Stage	39 Market	40 Act. Harvest Prod.	41 RMA Production	42 Net Indemnity	43 Use	44 Historical Mktg. %	45 Salvage Value	46 Assigned/Adj. Production	47 Flag	48 %	49 Salvage	50 Adj. Factor	
					Primary												
					Secondary												
					Tertiary												
					Unmarketable												

**PART E - VALUE LOSS CROPS**

51. Type (Example: SCO for Scotch Pine): \_\_\_\_\_ 52. Producer's Share \_\_\_\_\_ %

53. Field Market Value A \$ \_\_\_\_\_

54. Dollar Value of Inventory After Disaster \$ \_\_\_\_\_

55. Dollar Value of Ineligible Causes \$ \_\_\_\_\_

56. Field Market Value B. Add Items 54 and 55, enter the result. \$ \_\_\_\_\_

57. Crop Value Loss. Enter the Result of Item 53 minus Item 56. (Note: This is not the calculated eligible dollar amount for benefits. Complete CCC-564C to calculate benefits.) \$ \_\_\_\_\_

58. Salvage Value \$ \_\_\_\_\_ 59. COC Use Only \$ \_\_\_\_\_

60. Net Indemnity \$ \_\_\_\_\_

**PART F - REMARKS (Include information necessary to document any loss, unusual practices or uses, or calculation used in documenting production.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART G - PRODUCER'S CERTIFICATION**

I understand that USDA will be conducting spot-checks for this program and authorize FSA access to any records held by elevators, processors, contractors, etc. or any other agency or organization maintaining records or other substantiating evidence for which I am basing this certification of production.

I certify that all information reported on this application and the CCC-564M, if applicable is true and correct and understand that if any information is determined to be in error that the application may be denied and may result in a determination of ineligibility in whole or in part.

**NOTICE:** This application will not be complete until the following forms are filed:

- CCC-566, 2001 and 2002 Crop Insurance and/or Noninsured Assistance Program Coverage Agreement.
- CCC-565, Disaster Assistance Gross Revenue Certification Statement.
- CCC-564M, 2001 and 2002 Crop Disaster Program for Multiple Crop - Same Acreage Certification, if Item 18 is answered "YES".

The following are only applicable if one is currently not on file.

- CCC-502, Farm Operating Plan for Payment Eligibility.
- AD-1026, Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification.
- FSA-578, Report of Acreage. (If insured, acreage report not required)

61A. Producer Signature <i>John Smith</i>	61B. Date (MM-DD-YYYY) 07-15-2003
62A. Signature of COC or Designee <i>/s/COC</i>	63A. County FSA Office Name and Address (Including Zip Code) Crosby FSA Office 122 Main St. Crosby, ND 58730
62B. Date (MM-DD-YYYY) 7-17-2003	62C. Determination: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
63B. Telephone No. (Area Code): _____	

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

111 Example of CCC-564 for Yield-Based Crops (Continued)

B Example of CCC-564 for Yield-Based Multiple Market Crop

Following is a completed example of CCC-564 for yield-based multiple market crop.

This form is available electronically.

<b>CCC-564</b> (05-27-03)		<b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation		<b>2001 and 2002 CROP</b> <b>DISASTER PROGRAM APPLICATION</b>		1A. Producer's Name and Address (City, State and Zip Code) John Smith Rt 1A Stockton, CA 95201		2. Producer's Identification No. 123-45-6789S							
				1B. Producer's Telephone No. (Including Area Code) (111) 111-1111		3. State and County Codes 06-107									
				4. Crop Year (Check ONLY one): <input type="checkbox"/> 2001 <input checked="" type="checkbox"/> 2002											
NOTE: The authority for collecting the following information is Pub. L. 108-7, Agricultural Assistance Act of 2003. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.		5. Unit Number 1.01		6. Crop Apples 011		7. Planting Period 01		8. FSN's Associated with Unit 225							
The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is The Agricultural Assistance Act of 2003 (Pub. L. 108-7) and 7 CFR Part 1480. The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility. In addition to the already published routine uses, this information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court magistrate or administrative tribunal. All information provided herein is subject to verification by the Commodity Credit Corporation. As provided in various statutes, failure to provide true and correct information may result in civil suit or criminal prosecution and the assessment of penalties or pursuit of other remedies. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.															
<b>PART A - NOTICE OF LOSS</b>															
9. Check appropriate block: <input checked="" type="checkbox"/> Insured <input type="checkbox"/> Noninsurable <input type="checkbox"/> Uninsured		10A. What disaster event caused the loss?: Drought				11. Number of trees per unit/avg age 6,230 18 years									
		10B. Date Crop Planted NA		10C. Disaster Event Date 6-1-02 - 9-1-02		10D. Date Crop Destroyed/Abandoned NA									
12. Check type of loss reported in Item 10. (Check any and all that apply) <input type="checkbox"/> Prevented Planting <input checked="" type="checkbox"/> Damaged Crop/Low Yield						13. Prevented Planted Acreage NA		14. Planted Acreage 55.6							
<b>PART B - RECORD OF MANAGEMENT FOR THIS CROP</b>															
15. Purchased/Delivered/Arranged for:		YES NO		If "Yes", explain (for prevented planting attach copies of receipts):											
Seed, Chemical and Fertilizer		X		University Spray Schedule every 3-4 weeks											
Land Preparation Measures		X		Prune - Fall and Winter of 2001											
16. What cultivation practices were employed on damaged/low yield crop acreage? Weed Control through monthly mowing															
17. What was done with prevented planted or damaged crop acreage? Harvested															
18. Was any acreage on this application planted to another crop? <input type="checkbox"/> YES (If "YES", list crop(s)): <input checked="" type="checkbox"/> NO															
<b>PART C - YIELD BASED CROPS (FOR SINGLE MARKET CROPS ONLY)</b>															
													<b>COC Use Only</b>		
18. Type/Variety	20. Producer Share	21. Acres	22. Practice	23. Stage	24. Actual Harvested Production	25. RMA Prod.	26. Net Indemnity	27. Use	28. Salvage Value	29. Assigned/Adj. Production	30. Flag	31. Salvage	32. Adjusted Unharvest. Factor	33. Quality Affected Production	
														Level I	
														Level II	
														Level III	
														Level IV	
														Level V	
														Unaffected	

111 Example of CCC-564 for Yield-Based Crops (Continued)

B Example of CCC-564 for Yield-Based Multiple Market Crop (Continued)

CCC-564 (05-27-03) (Page 2)

PART D - YIELD BASED CROPS (FOR MULTIPLE MARKET CROPS ONLY)													COC Use Only			
34 Type/ Variety	35 Producer Share	36 Acres	37 Prac.	38 Stage	39 Market	40 Act. Harvest. Prod.	41 RMA Production	42 Net Indemnity	43 Use	44 Historical Mktg. %	45 Salvage Value	46 Assigned/Adj. Production	47 Flag	48 %	49 Salvage	50 Adj. Factor
COM	1.000	55.6	NI	H	Primary	8000	10929	2101	Fh	90	900					
					Secondary	9000			Pr	10						
					Tertiary				Ju							
					Unmarketable	5000			Um							

**PART E - VALUE LOSS CROPS**

51. Type (Example: SCO for Scotch Pine): \_\_\_\_\_ 52. Producer's Share \_\_\_\_\_ %

53. Field Market Value A \$ \_\_\_\_\_

54. Dollar Value of Inventory After Disaster \$ \_\_\_\_\_

55. Dollar Value of Ineligible Causes \$ \_\_\_\_\_

56. Field Market Value B. Add Items 54 and 55, enter the result. \$ \_\_\_\_\_

57. Crop Value Loss. Enter the Result of Item 53 minus Item 56. (Note: This is not the calculated eligible dollar amount for benefits. Complete CCC-564C to calculate benefits.) \$ \_\_\_\_\_

58. Salvage Value \$ \_\_\_\_\_ 59. COC Use Only \$ \_\_\_\_\_

60. Net Indemnity \$ \_\_\_\_\_

**PART F - REMARKS** (Include information necessary to document any loss, unusual practices or uses, or calculation used in documenting production.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART G - PRODUCER'S CERTIFICATION**

I understand that USDA will be conducting spot-checks for this program and authorize FSA access to any records held by elevators, processors, contractors, etc. or any other agency or organization maintaining records or other substantiating evidence for which I am basing this certification of production.

I certify that all information reported on this application and the CCC-564M, if applicable is true and correct and understand that if any information is determined to be in error that the application may be denied and may result in a determination of ineligibility in whole or in part.

**NOTICE:** This application will not be complete until the following forms are filed:

- CCC-566, 2001 and 2002 Crop Insurance and/or Noninsured Assistance Program Coverage Agreement.
- CCC-565, Disaster Assistance Gross Revenue Certification Statement.
- CCC-564M, 2001 and 2002 Crop Disaster Program for Multiple Crop - Same Acreage Certification, if Item 18 is answered "YES".

The following are only applicable if one is currently not on file.

- CCC-502, Farm Operating Plan for Payment Eligibility.
- AD-1026, Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification.
- FSA-578, Report of Acreage. (If insured, acreage report not required.)

61A. Producer Signature <i>John Smith</i>	61B. Date (MM-DD-YYYY) 8-4-2003
62A. Signature of COC or Designee <i>/s/COG</i>	63A. County FSA Office Name and Address (Including Zip Code) My County FSA Office 456 Highway 10 Stockton, CA 95201
62B. Date (MM-DD-YYYY) 08-7-2003	62C. Determination: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
63B. Telephone No. (Area Code): 333-333-3333	

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status (not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Western Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

**\*--112 CCC-564A Instructions and Example--\***

**A Instructions for Completing CCC-564A**

CCC-564A is a payment calculation worksheet for single market crops. Complete CCC-564A according to the following table.

Item	Instructions	
1 and 2	Enter the State and county codes for the State and county where the land is administratively located from CCC-564, item 3.  <b>Note:</b> If the crop is insured and the land is located in different counties, then separate units must be established based on the land location.	
3 and 4	Enter the producer's name and ID number from CCC-564, items 1 and 2.	
5	Enter the unit number for the producer and crop from CCC-564, item 5.	
6	Check the appropriate block that corresponds to the block checked from CCC-564, item 9.	
7	Enter the payment level percentage.	
	<b>IF the crop is...</b>	<b>THEN enter...</b>
	insured	50 percent as the payment level.
	uninsured	45 percent as the payment level.
8	Enter the name of the crop from CCC-564, item 6.	
9	Enter the crop code corresponding with the crop name in CCC-564, item 6.	
10	Enter the payment crop code from the disaster crop table for the specified crop, crop type, intended use, and practice. See paragraph 25 for additional information on payment groupings.	
11	Enter the payment type code from the disaster crop table for the specified crop, crop type, intended use, and practice. See paragraph 25 for additional information on payment groupings.	
12	Enter the planting period for the specified crop from CCC-564, item 7.	

\*--112 CCC-564A Instructions and Example (Continued)--\*

A Instructions for Completing CCC-564A (Continued)

Item	Instructions
<b>Parts A and B - Items 13 through 26 are for harvest and unharvested acreage only.</b>	
13	Enter the crop variety/type name or abbreviation from CCC-564, item 19 for the specified crop type.
14	Enter the use for the crop from CCC-564, item 27.  <b>Reminder:</b> A separate line entry shall be completed for each secondary and/or tertiary use specified.
15	Enter the practice from CCC-564, item 22 for the specified crop type and intended use.  <b>Note:</b> A separate line entry shall be completed, if the producer has both irrigated and nonirrigated acres.
16	Enter the producer's share from CCC-564, item 20 for the specified crop type. Enter up to 4 decimal places.
17	Enter the planted acreage, as applicable, for harvested and unharvested acreage for the specified crop code, crop variety/type, and intended use from CCC-564, item 21.  The acres entered should be the planted acreage in the unit, as applicable. If the producer has a unit relationship where the shares differ by farm, then ensure that the acres entered are only the planted acres corresponding to the share in item 16.  <b>Example:</b> Producer A and Owner B share in the acreage on 2 farms. On 1 farm, the shares for wheat are 50/50. On the other farm, the shares are 75/25. A separate line entry shall be used for the acres attributable to each share relationship.
18	Enter the acreage attributable to the producer determined by multiplying:  <ul style="list-style-type: none"> <li>• producer's share recorded in item 16, times</li> <li>• planted acreage recorded in item 17.</li> </ul>

\*--112 CCC-564A Instructions and Example (Continued)--\*

A Instructions for Completing CCC-564A (Continued)

Item	Instructions	
19	Enter the producer's historic yield by determining the greater of the following: <ul style="list-style-type: none"> <li>• producer's approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use</li> <li>• approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from KC-ITSDO in the disaster crop table.</li> </ul> <b>Note:</b> Enter the manually adjusted yield, if applicable. See paragraph 65 for additional information on adjusting historic yields.	
20	Enter the producer's disaster level determined by multiplying: <ul style="list-style-type: none"> <li>• result of item 18, times</li> <li>• historical yield determined in item 19, times</li> <li>• 65 percent.</li> </ul>	
21	Enter the net production for the producer determined according to the following.	
	<b>IF COC has...</b>	<b>THEN determine the producer's net production by multiplying the following...</b>
	adjusted the producer's actual production  <b>Note:</b> Adjusted production is indicated with an "O" in CCC-564, item 30.	<ul style="list-style-type: none"> <li>• COC-adjusted production for the unit from *--CCC-564, item 29, times--*</li> <li>• producer's share in item 16.</li> </ul>
	assigned production  <b>Note:</b> Assigned production is indicated with an "A" *--in CCC-564, item 30.--*	<ul style="list-style-type: none"> <li>• COC-assigned production for the unit from CCC-564, item 29, plus</li> <li>• actual production for the unit from CCC-564, item 24, times</li> <li>• producer's share in item 16.</li> </ul>
	not adjusted or assigned production	<ul style="list-style-type: none"> <li>• actual production for the unit from CCC-564, item 24, times</li> <li>• producer's share in item 16.</li> </ul> <b>Note:</b> Actual production is the total amount of harvested, appraised, and/or certified production for the crop type and use for the entire unit. See Part 5 for additional information on determining production.

\*--112 CCC-564A Instructions and Example (Continued)--\*

A Instructions for Completing CCC-564A (Continued)

Item	Instructions		
22	Enter the net production for payment determined by subtracting the following: <ul style="list-style-type: none"> <li>• disaster level determined in item 20, minus</li> <li>• net production determined in item 21.</li> </ul>		
23	Enter the payment rate for the specified crop code, crop variety/type, and intended use from the disaster crop table.		
24	Enter the payment factor for the applicable crop and harvest stage.		
	<b>IF the acreage was...</b>	<b>AND the result of item 21 is...</b>	<b>THEN enter...</b>
	harvested		"1.000" as the harvested payment factor.
	unharvested	greater than or equal to zero	<ul style="list-style-type: none"> <li>• the approved payment factor for the specified crop code, crop variety/type, and intended use from the disaster crop table</li> <li>• adjusted unharvested factor approved by STC, if applicable.</li> </ul> <p><b>Note:</b> If the net production for payment in item 21 is negative, use "1.000".</p>
	negative	"1.000".	
25	Enter the salvage value attributable to the producer determined by multiplying the following: <ul style="list-style-type: none"> <li>• total salvage value for the unit recorded on CCC-564, item 28 or 31, as applicable, for the crop type, times</li> <li>• producer's share in item 16, times</li> <li>• 45 percent.</li> </ul> Round the result to whole dollars.		

\*--112 CCC-564A Instructions and Example (Continued)--\*

**A Instructions for Completing CCC-564A (Continued)**

Item	Instructions
26	<p>Enter the calculated payment for each harvested and unharvested line item determined by multiplying:</p> <ul style="list-style-type: none"> <li>• net production for payment determined in item 22, times</li> <li>• payment rate in item 23, times</li> <li>• payment factor in item 24, times</li> <li>• payment level in item 7.</li> </ul> <p>Round the result to whole dollars and subtract salvage value in item 25.</p> <p><b>Note:</b> If the result is negative, enter a negative dollar amount in this field.</p>
<p><b>Part C - Items 27 through 37 are for prevented planted acreage only.</b></p>	
27	<p>Enter the crop variety/type name or abbreviation from CCC-564, item 19 for the specified crop type.</p>
28	<p>Enter the use for the crop from CCC-564, item 27.</p>
29	<p>Enter the practice from CCC-564, item 22 for the specified crop type and intended use.</p> <p><b>Note:</b> A separate line entry shall be completed, if the producer has both irrigated and nonirrigated acres.</p>
30	<p>Enter the producer's share from CCC-564, item 20 for the specified crop type. Enter up to 4 decimal places.</p>
31	<p>Enter the prevented planted acreage for the specified crop code and crop variety/type from CCC-564, item 21. The acres entered should be the eligible prevented acreage in the unit, as applicable. If the producer has a unit relationship where the shares differ by farm, then ensure that the acres entered are only the prevented acres corresponding to the share in item 30.</p> <p><b>Example:</b> Producer A and Owner B share in the acreage on 2 farms. On 1 farm, the shares for wheat are 50/50. On the other farm, the shares are 75/25. A separate line entry shall be completed for the prevented acres attributable to each share relationship.</p>

\*--112 CCC-564A Instructions and Example (Continued)--\*

**A Instructions for Completing CCC-564A (Continued)**

Item	Instructions
32	Enter the acreage attributable to the producer determined by multiplying: <ul style="list-style-type: none"> <li>• producer's share recorded in item 30, times</li> <li>• prevented acreage recorded in item 31.</li> </ul>
33	Enter the producer's historic yield by determining the greater of the following: <ul style="list-style-type: none"> <li>• producer's approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use</li> <li>• approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from <b>KC-ITSDO in the disaster crop table</b>.</li> </ul> <p><b>Note:</b> Enter the manually adjusted yield, if applicable. See paragraph 65 for additional information on adjusting historic yields.</p>
34	Enter the producer's disaster level determined by multiplying: <ul style="list-style-type: none"> <li>• result in item 32, times</li> <li>• historic yield determined in item 33, times</li> <li>• 65 percent.</li> </ul>
35	Enter the payment rate for the specified crop code, crop variety/type, and intended use from the disaster crop table.
36	Enter the approved prevented planted payment factor from the disaster crop table for the specified crop and crop type.
37	Enter the calculated payment for each prevented planted line item determined by multiplying: <ul style="list-style-type: none"> <li>• disaster level determined in item 34, times</li> <li>• payment rate in item 35, times</li> <li>• payment factor in item 36, times</li> <li>• payment level in item 7.</li> </ul> <p>Round the result to whole dollars.</p>

## \*--112 CCC-564A Instructions and Example (Continued)--\*

## A Instructions for Completing CCC-564A (Continued)

Item	Instructions
<b>*--Part D - Items 38 through 49 are only for producers who are applying for an additional quality payment.</b>	
38	Not applicable.--*
39	Enter the production, as assigned by COC from CCC-564, item 33, for each applicable loss level.  <b>Note:</b> The total production entered in each level, including unaffected, should equal the actual harvested production entered in CCC-564, item 24.
40	Enter the producer's share from CCC-564, item 20 for the specified crop type. Enter up to 4 decimal places.
41	Enter the producer's affected production for loss levels 1 through 5 determined by multiplying the following: <ul style="list-style-type: none"> <li>• production in item 39, times</li> <li>• producer's share in item 40.</li> </ul>
42	Enter the net production for payment determined by multiplying the following: <ul style="list-style-type: none"> <li>• producer's affected production in item 41, times</li> <li>• 65 percent.</li> </ul>
43	Enter the payment rate from the disaster crop table for the specified crop, crop variety/type, and intended use.
44	*--Not applicable.--*
45	Enter the quality payment rate determined by multiplying the following: <ul style="list-style-type: none"> <li>• CDP payment rate in item 43, times</li> <li>• quality payment rate in item 44, times</li> <li>• 65 percent.</li> </ul>
46	Enter the calculated payment for each loss level determined by multiplying the following: <ul style="list-style-type: none"> <li>• net production for payment determined in item 42, times</li> <li>• quality payment rate in item 45.</li> </ul> Round the result to whole dollars.
*--47	Enter the NASS seasonal average, if available.--*

\*--112 CCC-564A Instructions and Example (Continued)--\*

A Instructions for Completing CCC-564A (Continued)

Item	Instructions	
*--48	Enter the value of production determined according to the following: <ul style="list-style-type: none"> <li>• producer's affected production from item 41, times</li> <li>• the higher of item 43 or 47 times 1 minus item 44.</li> </ul>	
49	Accumulate the calculated payment amounts for all loss levels determined in item 46.	
<b>Part E - Quality Amount Included in Production Loss Payment Calculation (Only applies to producers applying for an additional quality payment in Part D.)</b>		
50	Enter the production to enter in each column determined according to the following.  <b>Note:</b> If the result of item 50A is less than or equal to item 50B, then quality was not included in production loss calculation in Part A. Skip to item 55--* and enter zero.	
	<b>FOR Column...</b>	<b>THEN...</b>
	A	enter the producer's actual harvested production for the unit from CCC-564, item 24.
	B	<b>IF COC...</b> adjusted the producer's production  <b>THEN...</b> enter the COC-adjusted production for the unit from CCC-564, item 29.  <b>Note:</b> Adjusted production is indicated with an "O" in CCC-564, item 30.
		assigned production  add the following: <ul style="list-style-type: none"> <li>• COC-assigned production for the *--unit from CCC-564, item 29,--* plus</li> <li>• net production for the unit from CCC-564, item 25.</li> </ul> <b>Note:</b> Assigned production is indicated with an "A" in CCC-564, item 30.
	did not assign or adjust production	enter the producer's production from CCC-564, item 25.

## \*--112 CCC-564A Instructions and Example (Continued)--\*

## A Instructions for Completing CCC-564A (Continued)

Item	Instructions
*--51	Enter the production attributable to the producer determined by multiplying: <ul style="list-style-type: none"> <li>• production in items 50A and 50B respectively, times</li> <li>• producer's share in item 40.</li> </ul>
52	Enter the net production for payment determined by subtracting: <ul style="list-style-type: none"> <li>• disaster level determined in item 20, minus</li> <li>• production attributable to the producer determined in items 51A and 51B.</li> </ul> <p><b>Note:</b> If the result is negative, enter zero.</p>
53	Enter the salvage value determined by multiplying the following: <ul style="list-style-type: none"> <li>• total salvage value for the unit recorded on CCC-564, item 28 or 31, as applicable, for the crop type and use, times</li> <li>• producer's share in item 40, times</li> <li>• 45 percent.</li> </ul> <p>Round the result to whole dollars.</p>
54	Enter the calculated payment determined by multiplying the following: <ul style="list-style-type: none"> <li>• net production for payment determined in items 52A and 52B, times</li> <li>• payment rate recorded in item 23, times</li> <li>• payment level recorded in item 7.</li> </ul> <p>Round the result to whole dollars and subtract salvage value determined in items 53A and 53B.</p>
55	Enter the quality payment calculation amount included in production loss payment calculation determined by subtracting: <ul style="list-style-type: none"> <li>• calculated payment amount determined in item 54B, minus</li> <li>• calculated payment amount determined in item 54A.--*</li> </ul> <p><b>Note:</b> If the result is negative, enter zero.</p>

\*--112 CCC-564A Instructions and Example (Continued)--\*

A Instructions for Completing CCC-564A (Continued)

Item	Instructions
<b>Part F - Additional Quality Payment Calculation</b>	
*--56	Enter the total gross quality payment calculation determined by adding the result of item 49 for all crop types, intended uses, and practices within the same payment crop grouping for the unit.
57	Enter the total quality payment reduction from the production loss calculation determined by adding the result of item 55 for all crop types, intended uses, and practices within the same payment crop grouping for the unit.
58	Enter the net quality payment determined by subtracting: <ul style="list-style-type: none"> <li>• calculated total gross quality loss level payment in item 56, minus</li> <li>• calculated total quality payment reduction from the production loss calculation in item 57.</li> </ul>
<b>Part G - Net Disaster Payment Calculation Including Production and Quality</b>	
59	Enter the total calculated payment for harvested and unharvested acreage determined by adding the result of item 26 for each line item.  <b>Note:</b> If a continuation page is needed to accommodate all acreage in the unit, then ensure that this total includes the calculated payment amounts from item 26 on the continuation page.
<b>IF the result is... THEN enter...</b>	
negative	zero.
positive	result of adding the calculated payment for each line item for item 26.
60	Enter the total calculated payment for prevented planted acreage determined by adding the calculated payment for each line item for item 37.
61	Enter the total additional quality payment for the unit determined by adding the calculated additional quality payment for each unit in item 58.
62	Enter the total payment for the unit determined by adding: <ul style="list-style-type: none"> <li>• total calculated payment for harvested and unharvested acreage determined in item 59, plus</li> <li>• total calculated payment for prevented planted acreage determined in item 60, plus</li> <li>• total calculated additional quality payment for the unit determined in item 61.--*</li> </ul>

\*--112 CCC-564A Instructions and Example (Continued)--\*

**B Example of CCC-564A**

The following is an example of a completed CCC-564A.

This form is available electronically.

<b>CCC-564A</b> (05-27-03)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. Location State Code 38	2. Location County Code 023	3. Producer's Name John Smith		
<b>2001 and 2002 CROP DISASTER PROGRAM PAYMENT CALCULATION WORKSHEET</b> Yield Based Single Market Crops				4. Producer's ID Number/Type 123-45-6789S	5. Unit Number 1.01	6. Insured Status <input checked="" type="checkbox"/> Insured <input type="checkbox"/> Uninsured <input type="checkbox"/> Noninsurable		7. Payment Level 50 %
				8. Crop Name Wheat		9. Crop Code 0011	10. Pymt. Crop Cd. 0011	11. Pymt. Type Cd. 011

PART A - HARVESTED ACRES (See Page 3 for additional entries)													
13. Crop Type	14. Int. Use	15. Prac.	16. Share	17. Acres	18. Producer Acres (Item 16 X Item 17)	19. Hist. Yield	20. Disaster Level (Item 18 X Item 19 X 65%)	21. Net Production	22. Net Production for Payment (Item 20 minus Item 21)	23. Payment Rate	24. Payment Factor	25. Salvage Value \$	26. Calculated Payment (Item 22 X Item 23 X Item 24 X Item 7) minus Item 25
HRS	GR	T	1.000	132.6	132.6	34	2930.46	225.81	2,704.65	2.80	1.000	0	\$ 3,787
													\$
													\$
													\$
													\$

PART B - UNHARVESTED ACRES (See Page 3 for additional entries)													
													\$
													\$
													\$
													\$
													\$

PART C - PREVENTED PLANTED ACRES (See Page 3 for additional entries)												
27. Crop Type	28. Int. Use	29. Prac.	30. Share	31. Acres	32. Producer Acres (Item 30 X Item 31)	33. Hist. Yield	34. Disaster Level (Item 32 X Item 33 X 65%)	35. Payment Rate	36. Payment Factor	37. Calculated Payment (Item 34 X Item 35 X Item 36 X Item 7)		
										\$		
										\$		
										\$		
										\$		
										\$		

\*--112 CCC-564A Instructions and Example (Continued)--\*

**B Example of CCC-564A (Continued)**

CCC-564A (05-27-03)										Page 2 of 4	
PART D - Quality Loss Payment Calculation (unless otherwise specified, round to 2 decimal places) (See Page 4 for additional entries)										(For 95% Cap Only)	
38. Loss Level	39. Unit Production	40. Share	41. Producer's Affected Production (Item 39 X Item 40)	42. Net Production for Payment (Item 41 X 65%)	43. Payment Rate	44. Quality Payment Percentage	45. Quality Payment Rate (Item 43 X Item 44 X 65%)	46. Calculated Quality Loss Level Payment (Item 42 X Item 45) Round to whole dollars	47. NASS Seasonal Average (if available)	48. Value of Production (Item 41 X (Item 43 or 47 X (1 minus Item 44)))	
I		1.0000			\$ 2.80	25%	\$	\$	2.78	\$	
II						40%	\$	\$		\$	
III						60%	\$	\$		\$	
IV	1,250		1,250	812.50		80%	\$ 1.4560	\$ 1,103		\$ 700	
V	1,750		1,750	1,137.50		95%	\$ 1.7290	\$ 1,967		\$ 245	
Unaffected										\$	
<b>Total</b>	<b>3,000</b>		<b>3,000</b>	<b>1,625</b>						<b>\$ 945</b>	
49. Gross Quality Loss Level Payment (Total Item 46 for all levels)									\$ 3,150		
PART E - Quality Amount Included in Production Loss Payment Calculation (See Page 4 for additional entries)											
50. Production		A. Actual Harvested Production		B. Production							
Note: If Item 50A is less than or equal to Item 50B, then skip to Item 55 and enter zero.		3,000		225.81							
51. Production Attributable to Producer (Item 50 times Item 40)		3,000		225.81							
52. Net Production for Payment (Item 20 minus Item 51) If the result is negative, enter zero.		0		2,704.65							
53. Salvage Value		\$ 0		\$ 0							
54. Calculated Payment ((Item 52 times Item 23 times Item 7) minus Item 53)		\$ 0		\$ 3,787							
55. CDP Amount Attributable to Quality (Item 54B minus 54A) (If the result is negative, enter zero)		\$		3787							
PART F - Additional Quality Payment Calculation (See Page 4 for additional entries)											
56. Total Gross Quality Loss Calculated Payment (Item 49)									\$ 3,150		
57. Total Quality Amount Included in Production Loss Payment Calculation (Item 55)									\$ 3,787		
58. Additional Quality Payment (Item 56 minus Item 57) (If the result is negative, enter zero)									\$ 0		
PART G - Net Disaster Payment Calculation Including Production and Quality											
59. Total Calculated Payment on Harvested and Unharvested Acres (Total of Item 26 for harvested and unharvested acres. If negative, enter zero.)									\$ 3787		
60. Total Calculated Payment on Prevented Planted Acres (Total of Item 37)									\$ 0		
61. Total Additional Quality Unit Payment (Total of Item 58 for all crop types, intended uses, and practices)									\$ 0		
62. Total Unit Payment (Before applying 95% cap) (Sum of Items 59 through 61)									\$ 3787		



\*--112 CCC-564A Instructions and Example (Continued)--\*

**B Example of CCC-564A (Continued)**

CCC-564A (05-27-03)										Page 4 of 4	
PART D - Quality Loss Payment Calculation (unless otherwise specified, round to 2 decimal places) (Continued from Page 2)											
38. Loss Level	39. Unit Production	40. Share	41. Producer's Affected Production (Item 39 X Item 40)	42. Net Production for Payment (Item 41 X 65%)	43. Payment Rate	44. Quality Payment Percentage	45. Quality Payment Rate (Item 43 X Item 44 X 65%)	46. Calculated Quality Loss Level Payment (Item 42 X Item 45) Round to whole dollars	(For 95% Cap-Only)		
									47. NASS Seasonal Average (if available)	48. Value of Production (Item 41 X Item 43 or 47 X (1 minus Item 44))	
I						25%	\$	\$		\$	
II						40%	\$	\$		\$	
III					\$	60%	\$	\$		\$	
IV						80%	\$	\$		\$	
V						95%	\$	\$		\$	
Unaffected										\$	
Total										\$	
49. Gross Quality Loss Level Payment (Total Item 46 for all levels)									\$		
PART E - Quality Amount Included in Production Loss Payment Calculation (Continued from Page 2)											
50. Production					A. Actual Harvested Production			B. Production			
Note: If Item 50A is less than or equal to Item 50B, then skip to Item 55 and enter zero.											
51. Production Attributable to Producer (Item 50 times Item 40)											
52. Net Production for Payment (Item 20 minus Item 51) If the result is negative, enter zero.											
53. Salvage Value					\$			\$			
54. Calculated Payment ((Item 52 times Item 23 times Item 7) minus Item 53)					\$			\$			
55. CDP Amount Attributable to Quality (Item 54B minus 54A) (If the result is negative, enter zero)					\$						
PART F - Additional Quality Payment Calculation (Continued from Page 2)											
56. Total Gross Quality Loss Calculated Payment (Item 49)									\$		
57. Total Quality Amount Included in Production Loss Payment Calculation (Item 55)									\$		
58. Additional Quality Payment (Item 56 minus Item 57) (If the result is negative, enter zero)									\$		

**\*--113 CCC-564B Instructions and Example**

**A Instructions for Completing CCC-564B**

CCC-564B is a payment calculation worksheet for multiple market crops. Complete CCC-564B according to the following table.

Item	Instructions	
1 and 2	Enter the State and county codes for the State and county where the land is administratively located from CCC-564, item 3.  <b>Note:</b> If the crop is insured and the land is administratively located in different counties, then separate units must be established based on the land location.	
3 and 4	Enter the producer's name and ID number from CCC-564, items 1 and 2.	
5	Enter the unit number for the producer and crop from CCC-564, item 5.	
6	Check the appropriate block that corresponds to the block checked from CCC-564, item 9.	
7	Enter the payment level percentage.	
	<b>IF the crop is...</b>	<b>THEN enter...</b>
	insured	50 percent as the payment level.
	noninsurable	
uninsured	45 percent as the payment level.	
8	Enter the name of the crop from CCC-564, item 6.	
9	Enter the crop code corresponding with the crop name in CCC-564, item 6.	
10	Enter the payment crop code from the disaster crop table for the specified crop, crop type, intended use, and practice. See paragraph 25 for additional information on payment groupings.	
11	Enter the payment type code from the disaster crop table for the specified crop, crop type, intended use, and practice. See paragraph 25 for additional information on payment groupings.	
12	Enter the planting period for the specified crop from CCC-564, item 7.	

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## \*--113 CCC-564B Instructions and Example (Continued)

## A Instructions for Completing CCC-564B (Continued)

Item	Instructions
<b>Parts A and B - Items 13 through 27 are for harvest and unharvested acreage only.</b>	
13	Enter the crop variety/type name or abbreviation from CCC-564, item 34 for the specified crop type.
14	Enter the use for the crop from CCC-564, item 43.  <b>Reminder:</b> A separate line entry shall be completed for each primary, secondary, and/or tertiary use specified.
15	Enter the practice from CCC-564, item 37 for the specified crop type and intended use.  <b>Note:</b> A separate line entry shall be completed, if the producer has both irrigated and nonirrigated acres.
16	Enter the producer's share from CCC-564, item 35 for the specified crop type. Enter up to 4 decimal places.
17	Enter the planted acreage, as applicable, for harvested and unharvested acreage for the specified crop code, crop variety/type, and intended use from CCC-564, item 36.  The acres entered should be the planted acreage in the unit, as applicable. If the producer has a unit relationship where the shares differ by farm, then ensure that the acres entered are only the planted acres corresponding to the share in item 16.  <b>Example:</b> Producer A and Owner B share in the acreage on 2 farms. On 1 farm, the shares for wheat are 50/50. On the other farm, the shares are 75/25. A separate line entry shall be used for the acres attributable to each share relationship.
18	Enter the marketing percentage for the primary, secondary, and/or tertiary use as specified in CCC-564, item 44 for the specified crop type.

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\*--113 CCC-564B Instructions and Example (Continued)

A Instructions for Completing CCC-564B (Continued)

Item	Instructions
19	Enter the acreage attributable to the producer determined by multiplying: <ul style="list-style-type: none"> <li>• producer share recorded in item 16, times</li> <li>• planted acreage recorded in item 17, times</li> <li>• marketing percentage recorded in item 18.</li> </ul>
20	Enter the producer's historic yield by determining the greater of the following: <ul style="list-style-type: none"> <li>• producer's approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use</li> <li>• approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from KC-ITSDO in the disaster crop table.</li> </ul> <p><b>Note:</b> Enter the manually adjusted yield, if applicable. See paragraph 65 for additional information on adjusting historic yields.</p>
21	Enter the producer's disaster level determined by multiplying: <ul style="list-style-type: none"> <li>• result of item 19, times</li> <li>• historical yield determined in item 20, times</li> <li>• 65 percent.</li> </ul>

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\*--113 CCC-564B Instructions and Example (Continued)

A Instructions for Completing CCC-564B (Continued)

Item	Instructions	
22	Enter the net production for the producer determined according to the following.	
	<b>IF COC has...</b>	<b>THEN determine the producer's net production by multiplying the following...</b>
	adjusted the producer's actual production  <b>Note:</b> Adjusted production is indicated with an "O" in CCC-564, item 47.	<ul style="list-style-type: none"> <li>• COC-adjusted production for the unit from CCC-564, item 46, times</li> <li>• producer share in item 16.</li> </ul>
	assigned production  <b>Note:</b> Assigned production is indicated with an "A" in CCC-564, item 47.	<ul style="list-style-type: none"> <li>• COC-assigned production for the unit from CCC-564, item 46, plus</li> <li>• actual production for the unit from CCC-564, item 40, times</li> <li>• producer share in item 16.</li> </ul>
	not adjusted or assigned production	<ul style="list-style-type: none"> <li>• actual production for the unit from CCC-564, item 40, times</li> <li>• producer share in item 16.</li> </ul> <p><b>Note:</b> Actual production is the total amount of harvested, appraised, and/or certified production for the crop type and use for the entire unit. See Part 5 for additional information on determining production.</p>
23	Enter the net production for payment determined by subtracting the following:	
	<ul style="list-style-type: none"> <li>• disaster level determined in item 21, minus</li> <li>• net production determined in item 22.</li> </ul>	

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\*--113 CCC-564B Instructions and Example (Continued)

A Instructions for Completing CCC-564B (Continued)

Item	Instructions		
24	Enter the payment rate for the specified crop code, crop variety/type, and intended use from the disaster crop table.		
25	Enter the payment factor for the applicable crop and harvest stage.		
	<b>IF the acreage was...</b>	<b>AND the result of item 22 is...</b>	<b>THEN enter...</b>
	harvested		"1.0000" as the harvested payment factor.
	unharvested	greater than or equal to zero	<ul style="list-style-type: none"> <li>• the approved payment factor for the specified crop code, crop variety/type, and intended use from the disaster crop table</li> <li>• adjusted unharvested factor approved by STC, if applicable.</li> </ul> <p><b>Note:</b> If the net production for payment in item 22 is negative, use "1.0000".</p>
		negative	"1.0000".
26	<p>Enter the salvage value attributable to the producer determined by multiplying the following:</p> <ul style="list-style-type: none"> <li>• total salvage value for the unit recorded on CCC-564, item 45 or 49, for the crop type, times</li> <li>• producer share in item 16, times</li> <li>• 45 percent.</li> </ul> <p><b>Note:</b> Round the result to whole dollars.</p>		

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\*--113 CCC-564B Instructions and Example (Continued)

A Instructions for Completing CCC-564B (Continued)

Item	Instructions
27	<p>Enter the calculated payment for each harvested and unharvested line item determined by multiplying:</p> <ul style="list-style-type: none"> <li>• net production for payment determined in item 23, times</li> <li>• payment rate in item 24, times</li> <li>• payment factor in item 25, times</li> <li>• payment level in item 7.</li> </ul> <p>Round the result to whole dollars and subtract salvage value in item 26.</p> <p><b>Note:</b> If the result is negative, enter a negative dollar amount in this field.</p>
<p><b>Part C - Items 28 through 39 are for prevented planted acreage only.</b></p>	
28	<p>Enter the crop variety/type name or abbreviation from CCC-564, item 34 for the specified crop type.</p>
29	<p>Enter the use for the crop from CCC-564, item 43.</p>
30	<p>Enter the practice from CCC-564, item 37 for the specified crop type and intended use.</p> <p><b>Note:</b> A separate line entry shall be completed, if the producer has both irrigated and nonirrigated acres.</p>
31	<p>Enter the producer's share from CCC-564, item 35 for the specified crop type. Enter up to 4 decimal places.</p>
32	<p>Enter the prevented planted acreage for the specified crop code and crop variety/type from CCC-564, item 36. The acres entered should be the eligible prevented acreage in the unit, as applicable. If the producer has a unit relationship where the shares differ by farm, then ensure that the acres entered are only the prevented acres corresponding to the share in item 31.</p> <p><b>Example:</b> Producer A and Owner B share in the acreage on 2 farms. On 1 farm, the shares for wheat are 50/50. On the other farm, the shares are 75/25. A separate line entry shall be completed for the prevented acres attributable to each share relationship.</p>

--\*

\*--113 CCC-564B Instructions and Example (Continued)

A Instructions for Completing CCC-564B (Continued)

Item	Instructions
33	Enter the marketing percentage for the primary, secondary, and/or tertiary use as specified in CCC-564, item 44 for the specified crop type.
34	Enter the acreage attributable to the producer determined by multiplying: <ul style="list-style-type: none"> <li>• producer share recorded in item 31, times</li> <li>• prevented acreage recorded in item 32, times</li> <li>• marketing percentage recorded in item 33.</li> </ul>
35	Enter the producer's historic yield by determining the greater of the following: <ul style="list-style-type: none"> <li>• producer's approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use</li> <li>• approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from KC-ITSDO in the disaster crop table.</li> </ul> <p><b>Note:</b> Enter the manually adjusted yield, if applicable. See paragraph 65 for additional information on adjusting historic yields.</p>
36	Enter the producer's disaster level determined by multiplying: <ul style="list-style-type: none"> <li>• result in item 34, times</li> <li>• historic yield determined in item 35, times</li> <li>• 65 percent.</li> </ul>
37	Enter the payment rate for the specified crop code, crop variety/type, and intended use from the disaster crop table.
38	Enter the approved prevented planted payment factor from the disaster crop table for the specified crop and crop type.
39	Enter the calculated payment for each prevented planted line item determined by multiplying: <ul style="list-style-type: none"> <li>• disaster level determined in item 36, times</li> <li>• payment rate in item 37, times</li> <li>• payment factor in item 38, times</li> <li>• payment level in item 7.</li> </ul> <p><b>Note:</b> Round the result to whole dollars.</p>

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\*--113 CCC-564B Instructions and Example (Continued)

A Instructions for Completing CCC-564B (Continued)

Item	Instructions	
<b>Part D - Items 40 through 50 are only for producers who are applying for an additional quality payment.</b>		
40	Enter the primary, secondary, and tertiary intended uses in the applicable field for the crop from CCC-564, item 43.  <b>Note:</b> The primary, secondary, and tertiary crops are determined by converted payment rate for each use. The highest rate determines that the use is the primary crop.	
41	Enter the producer's share from CCC-564, item 35 for the specified crop type and practice. Enter up to 4 decimal places.	
42	<b>FOR item...</b>	<b>ENTER the...</b>
	42a	actual production from CCC-564, item 40 for the primary market.  <b>Note:</b> The primary crop is determined by the highest converted payment rate for all crops within the same crop, crop type, and intended use, and insurability status.
	42b	actual production from CCC-564, item 40 for the secondary market.  <b>Note:</b> The secondary crop is determined by the 2 <sup>nd</sup> highest converted payment rate for all crops within the same crop, crop type, and intended use, and insurability status.
	42c	actual production from CCC-564, item 40 for the tertiary market.  <b>Note:</b> The tertiary crop is determined by the lowest converted payment rate for all crops within the same crop, crop type, and intended use, and insurability status.
	42d	unmarketable production from CCC-564, item 40.

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113 CCC-564B Instructions and Example (Continued)

A Instructions for Completing CCC-564B (Continued)

Item	Instructions						
43	<p>Enter either of the following as the historical marketing percentage.</p> <table border="1" data-bbox="396 359 1490 655"> <thead> <tr> <th data-bbox="396 359 743 432">IF COC...</th> <th data-bbox="743 359 1490 432">THEN enter the historical marketing percentage from CCC-564, item...</th> </tr> </thead> <tbody> <tr> <td data-bbox="396 432 743 543">assigned the county historical marketing percentage</td> <td data-bbox="743 432 1490 543">48.</td> </tr> <tr> <td data-bbox="396 543 743 655">did not assign the county historical marketing percentage</td> <td data-bbox="743 543 1490 655">44.</td> </tr> </tbody> </table>	IF COC...	THEN enter the historical marketing percentage from CCC-564, item...	assigned the county historical marketing percentage	48.	did not assign the county historical marketing percentage	44.
IF COC...	THEN enter the historical marketing percentage from CCC-564, item...						
assigned the county historical marketing percentage	48.						
did not assign the county historical marketing percentage	44.						
44	<p>Enter the affected production for the secondary and tertiary uses determined according to the following:</p> <ul style="list-style-type: none"> <li>•*--harvested production (for that use) recorded in item 42, minus--*</li> </ul> <p style="margin-left: 40px;"><b>Note:</b> If the unit of measure is not the same for all intended uses, the production must be converted to the lowest unit of measure. See paragraph 26 for additional information.</p> <ul style="list-style-type: none"> <li>• the result of the following:             <ul style="list-style-type: none"> <li>•*--historical marketing percentage recorded in item 43, times--*</li> <li>• total production for all uses.</li> </ul> </li> </ul> <p>If the result is negative, enter zero.</p> <p><b>Reminder:</b> Production for the primary market is not eligible for an additional quality payment.</p> <p>For unmarketable production, convert the unmarketable production so that it corresponds to the lowest unit of measure for the crop, crop variety/type, and practice on the disaster crop table. See paragraph 26 for additional information.</p> <p><b>Note:</b> Enter the converted production in item 44d.</p>						

\*--113 CCC-564B Instructions and Example (Continued)

A Instructions for Completing CCC-564B (Continued)

Item	Instructions								
45	Enter the producer's net production for payment determined by multiplying the following: <ul style="list-style-type: none"> <li>• producer's share recorded in item 41, times</li> <li>• affected production determined in item 44, times</li> <li>• 65 percent.</li> </ul>								
46	Enter the converted payment rate for the primary, secondary, and tertiary uses for the specified crop and crop variety/type from the disaster crop table. <p><b>Note:</b> If the unit of measure is not the same for all intended uses, the payment rate must be converted to the lowest unit of measure. See paragraph 26 for additional information.</p>								
47	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="396 768 516 842" style="text-align: left;"><b>FOR item...</b></th> <th data-bbox="516 768 1490 842" style="text-align: left;"><b>ENTER the quality payment rate for each market determined according to the following...</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="396 842 516 1108">47b</td> <td data-bbox="516 842 1490 1108">                             for the secondary market, compute the following:                             <ul style="list-style-type: none"> <li>• converted payment rate for the primary market from item 46a, minus</li> <li>• converted payment rate for the secondary market from item 46b, times</li> <li>• 65 percent.</li> </ul> <p><b>Note:</b> Round the result to 4 decimal places.</p> </td> </tr> <tr> <td data-bbox="396 1108 516 1375">47c</td> <td data-bbox="516 1108 1490 1375">                             for the tertiary market, compute the following:                             <ul style="list-style-type: none"> <li>• converted payment rate for the primary market from item 46a, minus</li> <li>• converted payment rate for the tertiary market from item 46c, times</li> <li>• 65 percent.</li> </ul> <p><b>Note:</b> Round the result to 4 decimal places.</p> </td> </tr> <tr> <td data-bbox="396 1375 516 1690">47d</td> <td data-bbox="516 1375 1490 1690">                             for unmarketable production, multiply the following:                             <ul style="list-style-type: none"> <li>• converted payment rate for the primary market from item 46a, times</li> <li>• 95 percent, times</li> <li>• 65 percent.</li> </ul> <p><b>Note:</b> Round the result to 4 decimal places.</p> </td> </tr> </tbody> </table>	<b>FOR item...</b>	<b>ENTER the quality payment rate for each market determined according to the following...</b>	47b	for the secondary market, compute the following: <ul style="list-style-type: none"> <li>• converted payment rate for the primary market from item 46a, minus</li> <li>• converted payment rate for the secondary market from item 46b, times</li> <li>• 65 percent.</li> </ul> <p><b>Note:</b> Round the result to 4 decimal places.</p>	47c	for the tertiary market, compute the following: <ul style="list-style-type: none"> <li>• converted payment rate for the primary market from item 46a, minus</li> <li>• converted payment rate for the tertiary market from item 46c, times</li> <li>• 65 percent.</li> </ul> <p><b>Note:</b> Round the result to 4 decimal places.</p>	47d	for unmarketable production, multiply the following: <ul style="list-style-type: none"> <li>• converted payment rate for the primary market from item 46a, times</li> <li>• 95 percent, times</li> <li>• 65 percent.</li> </ul> <p><b>Note:</b> Round the result to 4 decimal places.</p>
<b>FOR item...</b>	<b>ENTER the quality payment rate for each market determined according to the following...</b>								
47b	for the secondary market, compute the following: <ul style="list-style-type: none"> <li>• converted payment rate for the primary market from item 46a, minus</li> <li>• converted payment rate for the secondary market from item 46b, times</li> <li>• 65 percent.</li> </ul> <p><b>Note:</b> Round the result to 4 decimal places.</p>								
47c	for the tertiary market, compute the following: <ul style="list-style-type: none"> <li>• converted payment rate for the primary market from item 46a, minus</li> <li>• converted payment rate for the tertiary market from item 46c, times</li> <li>• 65 percent.</li> </ul> <p><b>Note:</b> Round the result to 4 decimal places.</p>								
47d	for unmarketable production, multiply the following: <ul style="list-style-type: none"> <li>• converted payment rate for the primary market from item 46a, times</li> <li>• 95 percent, times</li> <li>• 65 percent.</li> </ul> <p><b>Note:</b> Round the result to 4 decimal places.</p>								

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\*--113 CCC-564B Instructions and Example (Continued)

A Instructions for Completing CCC-564B (Continued)

Item	Instructions	
48	Enter the calculated payment for each use, except primary, determined according to the following.	
	<b>IF the quality payment rate for the...</b>	<b>THEN...</b>
	secondary use is greater than 80 percent of the primary quality payment rate  <b>Example:</b> The primary rate is \$2, and the secondary rate is \$1.80. The secondary rate would have to be equal to or less than \$1.60 for this use to be eligible for payment.	the computed payment for the secondary use is zero.
	secondary use is equal to or less than 80 percent of the primary quality payment rate	compute the calculated payment for the secondary use by multiplying:  <ul style="list-style-type: none"> <li>• net production for payment for the secondary use determined in item 45, times</li> <li>• quality payment rate for the secondary use determined in item 47.</li> </ul> <b>Note:</b> Round the result to whole dollars.
	tertiary use is greater than 80 percent of the primary quality payment rate	the computed payment for the secondary use is zero.
	tertiary use is equal to or less than 80 percent of the primary quality payment rate	compute the calculate payment for the tertiary use by multiplying:  <ul style="list-style-type: none"> <li>• net production for payment for the tertiary use determined in item 45, times</li> <li>• quality payment rate for the tertiary use determined in item 47.</li> </ul> <b>Note:</b> Round the result to whole dollars.
Compute the calculated payment for the unmarketable use by multiplying:  <ul style="list-style-type: none"> <li>• net production for payment for the unmarketable use determined in item 45, times</li> <li>• quality payment rate for the unmarketable use determined in item 47.</li> </ul> <b>Note:</b> Round the result to whole dollars.		

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\*--113 CCC-564B Instructions and Example (Continued)

A Instructions for Completing CCC-564B (Continued)

Item	Instructions	
49	Enter the NASS seasonal average, if available.	
50	Enter the value of production determined according to the following: <ul style="list-style-type: none"> <li>• actual harvested production from item 42, times</li> <li>• the higher of item 46 or 49.</li> </ul>	
<b>Part E - Production Loss Payment Calculation Without Quality Included</b>		
51	Enter the primary, secondary, and tertiary intended uses in the applicable field for the crop from item 14.	
52	Enter the producer's share for the specified crop type and practice from item 16. Enter up to 4 decimal places.	
53	Enter the harvested acreage for the specified crop and crop variety/type from item 17.	
54	<b>FOR...</b>	<b>ENTER the actual marketing percentage determined according to the following...</b>
	primary market	<ul style="list-style-type: none"> <li>• converted harvested production in item 42a, divided by</li> <li>• total production for all uses in item 42 except unmarketable.</li> </ul>
	secondary market	<ul style="list-style-type: none"> <li>• converted harvested production in item 42b, divided by</li> <li>• total production for all uses in item 42 except unmarketable.</li> </ul>
	tertiary market	<ul style="list-style-type: none"> <li>• converted harvested production in item 42c, divided by</li> <li>• total production for all uses in item 42 except unmarketable.</li> </ul>
55	Enter the acreage attributable to the producer calculated by multiplying: <ul style="list-style-type: none"> <li>• producer's share in item 52, times</li> <li>• harvested acreage recorded in item 53, times</li> <li>• actual marketing percentage recorded in item 54.</li> </ul>	

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## \*--113 CCC-564B Instructions and Example (Continued)

## A Instructions for Completing CCC-564B (Continued)

Item	Instructions
56	Enter the producer's historical yield determined as the greater of the following: <ul style="list-style-type: none"> <li>• producer's approved yield for the applicable crop, crop variety/type, and practice</li> <li>• approved disaster county average yield for the applicable crop, crop variety/type, and practice from the disaster crop table.</li> </ul>
57	Enter the producer's disaster level determined by multiplying: <ul style="list-style-type: none"> <li>• producer's acres determined in item 55, times</li> <li>• historical yield determined in item 56, times</li> <li>• 65 percent.</li> </ul>
58	Enter the net production for items 58a, 58b, and 58c calculated according to the following: <ul style="list-style-type: none"> <li>• total harvested production recorded in item 42, except unmarketable production, times</li> <li>• producer's share recorded in item 52.</li> </ul>
59	Enter the net production for payment determined by subtracting the following: <ul style="list-style-type: none"> <li>• disaster level determined in item 57, minus</li> <li>• net production for the producer determined in item 58.</li> </ul> <p><b>Note:</b> If the result is negative, enter the negative amount.</p>
60	Enter the payment rate for the specified crop, crop variety/type, and intended use from the disaster crop table.
61	ENTER "1.00".

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\*--113 CCC-564B Instructions and Example (Continued)

A Instructions for Completing CCC-564B (Continued)

Item	Instructions
62	<p>Enter the salvage value attributable to the producer determined by multiplying the following:</p> <ul style="list-style-type: none"> <li>• total salvage value for the unit recorded on CCC-564, item 45, as applicable for the crop type and use, times</li> <li>• producer's share recorded in item 52, times</li> <li>• 45 percent.</li> </ul> <p><b>Note:</b> Round the result to whole dollars.</p>
63	<p>Enter the calculated payment for each use determined by multiplying the following:</p> <ul style="list-style-type: none"> <li>• net production for payment determined in item 59, times</li> <li>• payment rate recorded in item 60, times</li> <li>• payment factor recorded in item 61, times</li> <li>• payment level percentage in item 7.</li> </ul> <p>Round the result to whole dollars and subtract the salvage value determined in item 62. If the result is negative, enter the negative amount.</p>
<b>Part F - Additional Quality Payment Calculation</b>	
64	<p>Enter the gross quality payment calculation determined by adding the result of item 48.</p>
65	<p>Enter the total quality payment reduction from the production loss calculation determined by subtracting the following:</p> <ul style="list-style-type: none"> <li>• calculated production loss payment including quality determined in item 65a, minus</li> <li>• calculated production loss payment excluding quality determined in item 65b.</li> </ul> <p><b>Important:</b> If the result is greater than the value in item 64, then enter the value in item 64.</p> <p><b>Note:</b> If the result is negative, then enter zero.</p>

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\*--113 CCC-564B Instructions and Example (Continued)

A Instructions for Completing CCC-564B (Continued)

Item	Instructions						
66	Enter the net additional quality payment determined by subtracting: <ul style="list-style-type: none"> <li>• calculated total quality calculated in item 64, minus</li> <li>• calculated total quality payment reduction from the production loss calculation in item 65.</li> </ul>						
<b>Part G - Net Disaster Payment Calculation Including Production Loss and Quality</b>							
67	Enter the total calculated payment for harvested and unharvested acreage determined by adding the result of item 27 for each line item. <p><b>Note:</b> If a continuation page is needed to accommodate all acreage in the unit, then ensure that this total includes the calculated payment amounts from item 27 on the continuation page.</p> <table border="1" data-bbox="396 806 1490 957"> <thead> <tr> <th data-bbox="396 806 672 842">IF the result is...</th> <th data-bbox="672 806 1490 842">THEN enter...</th> </tr> </thead> <tbody> <tr> <td data-bbox="396 842 672 884">negative</td> <td data-bbox="672 842 1490 884">zero.</td> </tr> <tr> <td data-bbox="396 884 672 957">positive</td> <td data-bbox="672 884 1490 957">result of adding the calculated payment for each line item for item 27.</td> </tr> </tbody> </table>	IF the result is...	THEN enter...	negative	zero.	positive	result of adding the calculated payment for each line item for item 27.
IF the result is...	THEN enter...						
negative	zero.						
positive	result of adding the calculated payment for each line item for item 27.						
68	Enter the total calculated payment for prevented planted acreage determined by adding the calculated payment for each line item for item 39.						
69	Enter the total additional quality payment for the unit determined by adding the calculated additional quality payment for each unit in item 66.						
70	Enter the total disaster payment for the unit determined by adding: <ul style="list-style-type: none"> <li>• total calculated payment for harvested and unharvested acreage determined in item 67, plus</li> <li>• total calculated payment for prevented planted acreage determined in item 68, plus</li> <li>• total calculated additional quality payment for the unit determined in item 69.</li> </ul>						

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\*--113 CCC-564B Instructions and Example (Continued)

**B Example of CCC-564B**

The following is an example of a completed CCC-564B.

This form is available electronically.

<b>CCC-564B</b> (06-02-03)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. Location State Code 06	2. Location County Code 107	3. Producer's Name John Smith		
<b>2001 and 2002 CROP DISASTER PROGRAM PAYMENT CALCULATION WORKSHEET Yield Based Multiple Market Crops</b>				4. Producer's ID Number/Type 123-45-6789 S	5. Unit Number 1.01	6. Insured Status <input checked="" type="checkbox"/> Insured <input type="checkbox"/> Uninsured <input type="checkbox"/> Noninsurable		7. Payment Level 50 %
				8. Crop Name Apples		9. Crop Code 011	10. Pymt. Crop Cd. 0054	11. Pymt. Type Cd. 001

**PART A - HARVESTED ACRES (See Page 3 for additional entries)**

13. Crop Type	14. Use	15. Prac	16. Share	17. Acres	18. Mkt %	19. Producer Acres (Item 16 X Item 17 X Item 18)	20. Hist. Yield	21. Disaster Level (Item 19 X Item 20 X 65%)	22. Net Production	23. Net Production for Payment (Item 21 minus Item 22)	24. Payment Rate	25. Payment Factor	26. 45% of Salvage	27. Calculated Payment (Item 23 X Item 24 X Item 25 X Item 7) minus Item 26
OTH	a. Primary	FR	1.00	55.6	90	50.0	519	16,867.50	5,000.00	11,867.50	7.70	1.0000	900	\$ 44,790
	b. Secondary	PR			10	5.6	519	1,889.16	5,929.00	-4,039.84	1.60		\$ -3,232	
	c. Tertiary													

**PART B - UNHARVESTED ACRES (See Page 3 for additional entries)**

28. Crop Type	29. Use	30. Prac	31. Share	32. Acres	33. Mkt %	34. Producer Acres (Item 31 X Item 32 X Item 33)	35. Yield	36. Disaster Level (Item 34 X Item 35 X 65%)	37. Payment Rate	38. Payment Factor	39. Calculated Payment (Item 36 X Item 37 X Item 38 X Item 7)
a. Primary											\$
b. Secondary											\$
c. Tertiary											\$

**PART C - PREVENTED PLANTED ACRES (See Page 3 for additional entries)**

28. Crop Type	29. Use	30. Prac	31. Share	32. Acres	33. Mkt %	34. Producer Acres (Item 31 X Item 32 X Item 33)	35. Yield	36. Disaster Level (Item 34 X Item 35 X 65%)	37. Payment Rate	38. Payment Factor	39. Calculated Payment (Item 36 X Item 37 X Item 38 X Item 7)
a. Primary											\$
b. Secondary											\$
c. Tertiary											\$

**PART D - Gross Additional Quality Payment (See Page 4 for additional entries)**

40. Use	41. Share	42. Harvested Production	43. Historical Mkt %	44. Affected Production	45. Net Production for Payment (Item 41 X Item 44 X 65%)	46. Payment Rate	47. Quality Payment Rate (Item 46a - Item 46b of 46c) X 65%	48. Calculated Payment (Item 45 X Item 47)	(For 95% Cap Only)	
									49. NASS Seasonal Average (If available)	50. Value of Production (Item 42 X higher of Item 46 or 49)
a. Primary	FR	8,000	90			7.70			8.0190	64,080
b. Secondary	PR	9,000	10	6900	4420	1.60	3.9650	17,525	1.8400	16,560
c. Tertiary					3250					
d. Unmarketable		5,000		5000			(Item 45a X 95% X 65%) 4.7548	15,453	0.4005	2,003

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\*--113 CCC-564B Instructions and Example (Continued)

**B Example of CCC-564B (Continued)**

CCC-564B (06-02-03) Page 2

**PART E - Production Loss Payment Calculation without Quality Included (See Page 4 for additional entries)**

61. Use	62. Share	63. Acres	64. Actual Mkt %	65. Producer Acres (Item 52 X Item 53 X Item 54)	66. Historical Yield	67. Disaster Level (Item 55 X Item 56 X 85%)	68. Net Production	69. Net Production for Payment (Item 57 minus Item 58)	70. Payment Rate	71. Payment Factor	72. Salvage Value (Item 26 X Item 52 X 45%)	73. Calculated Payment (Item 59 X Item 80 X Item 61 X Item 71 minus Item 82)
a. Primary	FH	1	47	26.1	519	8,804.84	5,000.00	3,804.84	\$ 7.70		\$ 900	\$ 13,749
b. Secondary	PR		53	29.5	519	9,951.83	5,929.00	4,022.83	\$ 1.60	1.00		\$ 3,218
c. Tertiary												

**PART F - Additional Quality Payment Calculation (See Page 4 for additional entries)**

84. Gross Quality Calculated Payment (Total of Item 48.)		\$	32,978
85. Total Quality Amount Included in production loss calculation. (Item 65a minus Item 65b.) Note: If the result is greater than Item 84, then enter the value in Item 84.	a. Calculated Disaster Payment Including Quality Total from item 27. (If negative, enter zero.)	\$	41,558
	b. Calculated Disaster Payment Excluding Quality Total from Item 83. (If negative, enter zero.)	\$	16,967
86. Net Additional Quality Calculated Payment (Item 84 minus Item 85)		\$	8,387

**PART G - Net Disaster Payment Calculation Including Production Loss and Quality (See Page 4 for additional entries)**

87. Total Calculated Payment on Harvested and Unharvested Acres (Total of Item 27 for harvested and unharvested acres. If negative, enter zero.)	\$	41,558
88. Total Calculated Payment on Prevented Planted Acres (Total of Item 39)	\$	0
89. Total Additional Unit Quality Payment (Total of Item 86 for all crops types, intended uses and practices)	\$	8,387
90. Total Unit Payment (Sum of Items 87 through 89)	\$	49,945

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\*--113 CCC-564B Instructions and Example (Continued)

B Example of CCC-564B (Continued)

CCC-564B (08-02-03) Page 3

PART A - HARVESTED ACRES (Continued from Page 1)														
13. Crop Type	14. Use	15. Prac	16. Share	17. Acres	18. Mkt %	19. Producer Acres (Item 16 X Item 17 X Item 18)	20. Hist. Yield	21. Disaster Level (Item 19 X Item 20 X 65%)	22. Net Production	23. Net Production for Payment (Item 21 minus Item 22)	24. Payment Rate	25. Payment Factor	26. 45% of Salvage	27. Calculated Payment (Item 23 X Item 24 X Item 25 X Item 7) minus Item 26
	a. Primary													\$
	b. Secondary													\$
	c. Tertiary													\$
	a. Primary													\$
	b. Secondary													\$
	c. Tertiary													\$
PART B - UNHARVESTED ACRES (Continued from Page 1)														
13. Crop Type	14. Use	15. Prac	16. Share	17. Acres	18. Mkt %	19. Producer Acres (Item 16 X Item 17 X Item 18)	20. Hist. Yield	21. Disaster Level (Item 19 X Item 20 X 65%)	22. Net Production	23. Net Production for Payment (Item 21 minus Item 22)	24. Payment Rate	25. Payment Factor	26. 45% of Salvage	27. Calculated Payment (Item 23 X Item 24 X Item 25 X Item 7) minus Item 26
	a. Primary													\$
	b. Secondary													\$
	c. Tertiary													\$
	a. Primary													\$
	b. Secondary													\$
	c. Tertiary													\$
PART C - PREVENTED PLANTED ACRES (Continued from Page 1)														
28. Crop Type	29. Use	30. Prac	31. Share	32. Acres	33. Mkt %	34. Producer Acres (Item 31 X Item 32 X Item 33)	35. Yield	36. Disaster Level (Item 34 X Item 35 X 65%)	37. Payment Rate	38. Payment Factor	39. Calculated Payment (Item 36 X Item 37 X Item 38 X Item 7)			
	a. Primary										\$			
	b. Secondary										\$			
	c. Tertiary										\$			
	a. Primary										\$			
	b. Secondary										\$			
	c. Tertiary										\$			

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\*--113 CCC-564B Instructions and Example (Continued)

B Example of CCC-564B (Continued)

CCC-564B (06-02-03) Page 4

PART D - Gross Additional Quality Payment (Continued from Page 1)											
40. Use		41. Share	42. Harvested Production	43. Historical Mkt %	44. Affected Production	45. Net Production for Payment (Item 41 X Item 44 X 65%)	46. Payment Rate	47. Quality Payment Rate (Item 46 ÷ Item 45 or 45%)	48. Calculated Payment (Item 45 X Item 47)	(For 95% Cap Only)	
									49. NASS Seasonal Average (if available)	50. Value of Protection (Item 42 X Item 43 X higher of Item 49 or 48)	
a. Primary	FH						\$				
b. Secondary	PR						\$	\$			
c. Tertiary							\$	\$			
d. Unmarketable								(Item 46 X 95% X 65%)			
							\$	\$			
a. Primary	FH						\$				
b. Secondary	PR						\$	\$	\$		
c. Tertiary							\$	\$	\$		
d. Unmarketable								(Item 46 X 95% X 65%)			
							\$	\$	\$		

  

PART E - Production Loss Payment Calculation without Quality Included (Continued from Page 2)													
51. Use		52. Share	53. Acres	54. Actual Mkt %	55. Producer Acres (Item 52 X Item 53 X Item 54)	56. Historical Yield	57. Disaster Level (Item 55 X Item 56 X 65%)	58. Net Prod.	59. Net Production for Payment (Item 57 minus Item 58)	60. Payment Rate	61. Payment Factor	62. Salvage Value (Item 26 X Item 52 X 45%)	63. Calculated Payment (Item 59 X Item 60 X Item 61 X Item 2) minus Item 62
a. Primary	FH									\$		\$	\$
b. Secondary	PR									\$		\$	\$
c. Tertiary										\$		\$	\$
a. Primary	FH									\$		\$	\$
b. Secondary	PR									\$		\$	\$
c. Tertiary										\$		\$	\$

  

PART F - Additional Quality Payment Calculation (Continued from Page 2)				
64. Gross Quality Calculated Payment (Total of Item 48.)				\$
65. Total Quality Amount Included in production loss calculation. (Item 65a minus Item 65b.)		a. Calculated Disaster Payment Including Quality Total from Item 27. (If negative, enter zero.)		\$
Note: If the result is greater than Item 64, then enter the value in Item 64.		b. Calculated Disaster Payment Excluding Quality Total from Item 63. (If negative, enter zero.)		\$
66. Net Additional Quality Calculated Payment (Item 62 minus Item 63)				\$
64. Gross Quality Calculated Payment (Total of Item 48.)				\$
65. Total Quality Amount Included in production loss calculation. (Item 65a minus Item 65b.)		a. Calculated CDP Payment Including Quality Total from Item 27 (if negative, enter zero.)		\$
Note: If the result is greater than Item 64, then enter the value in Item 64.		b. CDP Payment Excluding Quality Total from Item 63. (If negative, enter zero.)		\$
66. Net Additional Quality Calculated Payment (Item 64 minus Item 65)				\$

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114 Required CCC-564 Entries for Insured Producers

**A Overview**

For insured producers, KC-ITSDO will download to County Offices the CDP RMA Download File. This file is used to prefill data on the CDP application and worksheet files to provide automated support to the CDP application process.

**Note:** There are circumstances where a producer may request a written agreement for insurance when either a crop or specific practice is not covered by insurance in that county. As a result, the producer may appear on the RMA download report but the County Office may not be able to load the application as insured because the crop is flagged as a noninsurable crop on the crop table. County Offices shall load written agreements through the noninsurable software option.

In most cases, County Offices will receive all information necessary to complete CCC-564. There will be some circumstances that will require the County Office to obtain information from the producer. This paragraph will help identify when information will be required.

**B Completing CCC-564 for Insureds Receiving an Indemnity Payment**

When the CDP RMA data shows a loss record for a crop and all information appears complete, only complete the following entries on CCC-564.

Item	Instructions
*--1-14	Complete according to subparagraph 110 C.
18	Check: <ul style="list-style-type: none"> <li>• "yes" if another crop was planted on the acreage on the application and list the crops planted</li> <li>• "no" if none of the acreage on the application was planted to another crop.</li> </ul>
61A and 61B	Producer shall sign and date.  <b>Note:</b> Only 1 member having authority to sign for the partnership is required to sign, except in cases of dissolved partnerships. In the case of dissolved partnerships, all members must sign.
62A through 62C	CCC representative shall sign and date the worksheet and indicate in the box provided whether approved or disapproved.
63A and 63B	CCC representative shall enter the County Office's name, address, and telephone number.--*

114 Required CCC-564 Entries for Insured Producers (Continued)

**C Adjustments for Quality or Quota Crops**

When the CDP RMA data shows a loss record for a crop and all information is accurate, but further adjustments are necessary to take into account multiple markets and crop quality adjustments or to further breakdown quota and nonquota, additional entries are required on CCC-564.

**Note:** This paragraph applies to the following crops.

<b>Crops</b>	<b>Adjustment Requirements</b>
Multiple Markets	For all insured producers growing a crop that has multiple markets of fresh and processed. See paragraph 73.
Cotton	All insured cotton producers may receive a quality adjustment according to subparagraph 75 F.
Peanuts	RMA data for 2001 will be prorated into quota and nonquota acres and production. See paragraph 76.

\* \* \*

114 Required CCC-564 Entries for Insured Producers (Continued)

**D Insured Cotton Producers**

Following are additional entries for insured cotton producers.

Item	Instructions
*--29	COC shall enter adjusted production for quality according to paragraph 75.
61A and 61B	Producer shall sign and date.  <b>Note:</b> Only 1 member having authority to sign for the partnership is required to sign, except in cases of dissolved partnerships. In the case of dissolved partnerships, all members must sign.
62A through 62C	CCC representative shall sign and date the worksheet and indicate in the box provided whether approved or disapproved.
63A and 63B	CCC representative shall enter the County Office's name, address, and telephone number.--*

**E Insured Peanut Producers**

Following are additional entries for insured peanut producers.

Item	Instructions
21	Enter the actual quota production (CCC-441E, item 13) and nonquota production (CCC-441E, item 14) as separate line entries for the unit.
*--29	For 2001 peanuts, enter the adjusted acres for quota and nonquota peanuts from CCC-441E as determined according to the special peanut provisions in paragraph 101.  <b>Note:</b> Acres for quota and nonquota will be entered as separate line entries on CCC-564.
61A and 61B	Producer shall sign and date.  <b>Note:</b> Only 1 member having authority to sign for the partnership is required to sign.
62A through 62C	CCC representative shall sign and date the worksheet and indicate in the box provided whether approved or disapproved.
63A and 63B	CCC representative shall enter the County Office's name, address, and telephone number.--*

114 Required CCC-564 Entries for Insured Producers (Continued)

**F Insureds Not Having a Loss Record**

The CDP RMA Download Report will provide information for all producers that obtained crop insurance in 2001 or 2002. There will be cases where a loss record will not be included in the download such as:

- the producer not suffering the loss threshold for the level of insurance coverage purchased
- the producer's loss records have not been downloaded on the CDP RMA Download Report.

Entries shall be taken from the producer's claim for indemnity or proof of loss forms from RMA to document production. The following table provides the required entries necessary to complete CCC-564.

**Note:** COC must ensure that the cause of loss is considered an eligible disaster condition under CDP.

Item	Instructions
*-10	A. Enter the weather-related disaster event that caused the loss.
	B. Enter the date the crop was planted.
	C. Enter the date the disaster event occurred.
	D. Enter the date the crop was destroyed or abandoned.
12	Check the type of loss being reported, that is, prevented planting and/or damaged crop/low yield. Check whether the crop was irrigated or nonirrigated.
15	For acreage entered in items 13 and 14, explain the purchase, delivery, or arrangement for seed, chemicals, fertilizer, and land preparation measures taken for this crop.  <b>Note:</b> For prevented planted acreage, attach copies of receipts for COC verification of intended prevented planted acreage.
16	If "Damaged Crop/Low Yield" is checked in item 12, explain cultivation practices for expected crop production, before and after date of damage, on affected crop acreage, as fertilizer amounts, cultivation, seeding rate and variety, pesticide and herbicide amounts, irrigation measures, etc.

114 Required CCC-564 Entries for Insured Producers (Continued)

F Insureds Not Having a Loss Record (Continued)

Item	Instructions
*--17--*	Describe what has been done with the prevented planted or damaged crop acreage. If prevented from planting, include the normal final planting date. If acreage was harvested, ENTER "ALL", or if only partially harvested, enter the appropriate acreage according to Part C.
<p><b>Note:</b> Use separate line entries in Part C for the same crop when the following occurs:</p> <ul style="list-style-type: none"> <li>• the crop is taken to various growth stages, that is, harvested, unharvested, and prevented planted</li> <li>• irrigated or nonirrigated practices are employed</li> <li>• the share relationship between the same producers varies for the crop or the type of unit</li> <li>• the crop or type is grown for more than 1 intended use in the unit.</li> </ul>	
***	***

114 Required CCC-564 Entries for Insured Producers (Continued)

F Insureds Not Having a Loss Record (Continued)

\*--

Item	Instructions	
<b>Part C - Yield Based Crops (For Single Market Crops Only)</b>		
19	Enter the type or variety of crop as indicated on FSA-578.	
20	Enter the producer's share.	
21	<b>FOR...</b>	<b>ENTER the...</b>
	2001 crop peanuts	adjusted acres as determined on CCC-441E.
	maple sap	total number of taps.
	honey	total number of colonies.
	all other yield-based crops, including 2002 peanuts	acres associated with the type/variety, practice, and stage.
22	Enter either of the following practices: <ul style="list-style-type: none"> <li>• "I" for irrigated</li> <li>• "N" for nonirrigated.</li> </ul>	
23	Enter 1 of the following stage abbreviations: <ul style="list-style-type: none"> <li>• "H" for harvested</li> <li>• "UH" for unharvested</li> <li>• "PP" for prevented planting.</li> </ul>	
24	For noninsurable and uninsurable crops, actual production is required. For insured producers, entry is only required when the applicant is applying for an additional quality payment. Enter producer's actual harvested production, including unmarketable production.  Attach copies of date-stamped sales receipts to CCC-564. Production shall be entered in the same unit of measure listed on the county crop table.	
25	For insured crops only. The RMA production is the RMA-downloaded production to count.	

--\*

114 Required CCC-564 Entries for Insured Producers (Continued)

F Insureds Not Having a Loss Record (Continued)

\*--

Item	Instructions
26	<p>Enter the gross crop insurance indemnity payment minus the premium paid by the producer.</p> <p>If RMA data shows the producer's shares that differ from FSA information, as provided in subparagraph 62 D, the RMA net indemnity must be prorated to reflect the producer's corrected share in the 2001/2002 crop.</p> <p><b>Note:</b> RMA download will include the net indemnity payment (gross crop insurance indemnity payment minus the premium paid by the producer).</p>
27	<p>Enter the intended use, such as "SD" (seed) and "FG" (forage).</p>
28	<p>Enter the total dollar value received for crops sold as salvage according to paragraph 52.</p>
29	<p>COC shall enter adjusted or assigned production, as applicable, according to the following:</p> <ul style="list-style-type: none"> <li>• enter assigned production determined according to paragraph 60</li> <li>• enter adjusted production for quality according to Part 7.</li> </ul>
30	<p>Enter an:</p> <ul style="list-style-type: none"> <li>• "A" flag if the assigned production is to be added to actual production</li> <li>• "O" flag if the assigned production is to override the actual production.</li> </ul>
31	<p>COC shall enter the assigned salvage value determined according to paragraph 52.</p>
32	<p>COC shall enter the adjusted unharvested factor determined according to subparagraph 61 B.</p>
33	<p>Entry is only required when the applicant is applying for an additional quality payment. For single market crops only, COC shall enter the gross harvested production affected by a minimum of a 20 percent quality loss into 1 or more of 5 quality loss levels, according to the extent of the quality loss and the unaffected production according to paragraph 80.</p> <p>Production shall be entered in the same unit of measure listed on the county crop table.</p> <p><b>Note:</b> Affected production may be calculated using the smallest measurable unit for which acceptable records exist (bale, truckload, bin).</p>

--\*

114 Required CCC-564 Entries for Insured Producers (Continued)

F Insureds Not Having a Loss Record (Continued)

\*--

Item	Instructions
<b>Part D - Yield Based Crops (For Multiple Market Crops Only)</b>	
34	Enter the type or variety of crop as indicated on FSA-578.
35	Enter the producer's share.
36	<b>Enter acreage from FSA-578.</b>
37	Enter either of the following practices: <ul style="list-style-type: none"> <li>• "I" for irrigated</li> <li>• "N" for nonirrigated.</li> </ul>
38	Enter 1 of the following stage abbreviations: <ul style="list-style-type: none"> <li>• "H" for harvested</li> <li>• "UH" for unharvested</li> <li>• "PP" for prevented planting.</li> </ul>
For items 39 through 50, enter values in the primary, secondary, tertiary, and unmarketable blocks, as applicable.	
39	Not applicable.
40	For noninsurable and uninsurable crops, actual production is required. For insured producers, entry is only required when the applicant is applying for an additional quality payment. Enter producer's actual harvested production, including unmarketable production.  Attach copies of date-stamped sales receipts to CCC-564. Production shall be entered in the same unit of measure listed on the county crop table.
41	For insured crops only. The RMA production is the RMA-downloaded production to count.
42	Enter the gross crop insurance indemnity payment minus the premium paid by the producer.  If RMA data shows the producer's shares that differ from FSA information, as provided in subparagraph 62 D, the RMA net indemnity must be prorated to reflect the producer's corrected share in the 2001/2002 crop.  <b>Note:</b> RMA download will include the net indemnity payment (gross crop insurance indemnity payment minus the premium paid by the producer).
43	Enter the intended use.

--\*

114 Required CCC-564 Entries for Insured Producers (Continued)

F Insureds Not Having a Loss Record (Continued)

\*--

Item	Instructions
44	Enter the producer's historical record of marketing as a percentage by use.  <b>Note:</b> If the producer does not have historical records, see item 48.
45	Enter the total dollar value received for crops sold as salvage according to paragraph 52.
46	COC shall enter adjusted or assigned production, as applicable, according to the following:  <ul style="list-style-type: none"> <li>• enter assigned production determined according to paragraph 60</li> <li>• enter adjusted production for quality according to Part 7.</li> </ul>
47	Enter an:  <ul style="list-style-type: none"> <li>• "A" flag if the assigned production is to be added to actual production</li> <li>• "O" flag if the assigned production is to override the actual production.</li> </ul>
48	Enter COC-established normal marketing percentages for the county for those producers who did not provide historical marketings or only certified their normal marketings.
49	COC shall enter the assigned salvage value determined according to paragraph 52.
50	COC shall enter the adjusted unharvested factor determined according to subparagraph 61 B.
<b>Part E - Value Loss Crops</b>	
51	This only applies to those value loss crops that may have different unharvested payment factors. If applicable, enter the type or variety of crop as indicated on FSA-578. Complete a separate CCC-564 for each type.  <b>Example:</b> Nursery has 2 different unharvested payment factors for field-grown nursery vs. container-grown nursery. Enter type code "FLD" to identify field-grown nursery with an unharvested payment factor of .5000 or type code "CON" to identify container-grown nursery with an unharvested payment factor of 1.000. See Part 8 to identify any other applicable value loss crops.

--\*

114 Required CCC-564 Entries for Insured Producers (Continued)

F Insureds Not Having a Loss Record (Continued)

\*--

Item	Instructions
52	Enter the producer's share.
53	Enter the Field Market Value A determined according to Part 8 for value loss crops.
54	Enter the dollar value after the disaster. Determine the dollar value from the loss adjustment report or acceptable and verifiable record of post disaster inventory. Follow the same instructions provided in calculating Field Market Value A to determine value.
55	Enter the dollar value for losses stemming from ineligible causes of loss determined according to Part 8.
56	Determine the Field Market Value B by adding items 54 and 55 and entering the result.
57	<p>Calculate the value loss for the crop by subtracting item 56 from item 53. Enter the result.</p> <p><b>Note:</b> This is not the calculated eligible dollar amount for benefits. Complete CCC-564C to calculate benefits.</p>
58	Enter the total dollar value received for crops sold as salvage according to paragraph 52.
59	COC shall enter the assigned value determined according to paragraph 60.
60	<p>Enter the gross crop insurance indemnity payment minus the unsubsidized portion of the premium paid by the producer.</p> <p>If RMA data shows the producer's shares that differ from FSA information, as provided in subparagraph 62 D, the RMA net indemnity must be prorated to reflect the producer's corrected share in the 2001/2002 crop.</p> <p><b>Note:</b> RMA download will include the net indemnity payment (gross crop insurance indemnity payment minus the unsubsidized portion of the premium paid by the producer).</p>
<b>Part F - Remarks</b>	
	Enter information necessary to document any loss, unusual practices or uses, or calculation used in documenting problem.

--\*

114 Required CCC-564 Entries for Insured Producers (Continued)

F Insureds Not Having a Loss Record (Continued)

\*--

Item	Instructions
<b>Part G - Producer's Certification</b>	
61A and 61B	Producer shall sign and date.  <b>Note:</b> Only 1 member having authority to sign for the partnership is required to sign for a partnership.
62A through 62C	CCC representative shall sign and date the worksheet and indicate in the box provided whether approved or disapproved.
63A and 63B	Enter the name, address, and telephone number of the County Office where the farm is administratively located and where the application is filed.

**Notes:** If multiple-cropped acreage applications are on file and only 1 crop can earn payment, COC or designee shall:

- disapprove other crop applications for the same acreage noting the producer's choice as reason for disapproval
- approve the crop designated if all other eligibility criteria has been met.

See paragraph 37.--\*



115 **Completing CCC-564 on GRP and Dollar Insured Crops**

**A Overview**

The CDP RMA Download Report provides loss information on all producers who purchased \*-insurance on a 2001 or 2002 insurable crop in that county. It is important to note that--\* certain crops, although listed on the download report, will not provide production data because of the type of insurance plan (GRP or Dollar Crops) for the crop.

County Offices must identify those producers having the above listed plans of insurance so that CDP payments can be calculated correctly.

**B Completing CCC-564 for Insureds Having "Dollar Amount of Insurance" Coverage With Production to Count of Zero**

For producers and crops with GRP plan code 12 or GRIP plan code 73, the unit structure, acres, and production listed on the CDP RMA Download Report must be corrected to accommodate CDP. As a result, producers with these plan codes will be required to furnish additional information to document their loss. For producers having these plans, complete the following entries on CCC-564.

Item	Instruction
*-5	Enter the unit number.
14	Enter the total unit acres for the crop listed in item 6 according to paragraph 38.
20	Enter the producer's share.
21	For yield-based crops, enter the acres associated with the type/variety, practice, and stage. See Part 4 for determining acres. For 2001 peanuts, enter the adjusted acres for quota and nonquota peanuts from CCC-441E as determined according to the special peanut provisions in paragraph 101.
23	Enter 1 of the following stage abbreviations: <ul style="list-style-type: none"> <li>• "H" for harvested</li> <li>• "UH" for unharvested</li> <li>• "PP" for prevented planting.</li> </ul>
24	For single market crops, enter the producer's actual harvested production, including unmarketable production. For 2001 crop peanuts, enter the actual quota production (CCC-441E, item 13) and nonquota production (CCC-441E, item 14) as separate line entries for the unit. Attach copies of date stamped sales receipts to CCC-564.
40	For multiple market crops, enter the producer's actual harvested production, including unmarketable production.
61A and 61B	Producer shall sign and date.  <b>Note:</b> Only 1 member having authority to sign for the partnership is required to sign.
62A through 62C--*	CCC representative shall sign and date the worksheet and indicate in the box provided whether approved or disapproved.

115 **Completing CCC-564 on GRP and Dollar Insured Crops (Continued)**

**C Completing CCC-564 for Insureds Having "Dollar Amount of Insurance" or "Revenue" Crops**

For producers and crops with plan codes of "41" Pecans, "46" Avocado, "50" Dollar Crops, and "55" Yield Base Dollar Amount of Insurance \* \* \*, the "production to count" field on the CDP RMA Download Report will be downloaded with a blank entry. Producers having these types of plan codes will be required to provide production evidence documenting their actual loss for CDP.

**Note:** The forage seeding policy from RMA insures the first year seeding establishment of forage. Dollar loss is based on plant stand not production. CDP covers only the loss of expected production. Therefore, for forage seeding, STC must determine that the particular forage established would normally have been expected to be harvested in \*-2001 or 2002. Those forage crops not expected to be harvested in 2001 or 2002 are--\*

ineligible for CDP. Ensure that the yield reflects the potential for the first year of seeding.

The following table provides the required entries necessary to complete CCC-564.

Item	Instruction
*-24	Enter the total actual or appraised production for the unit. Attach copies of date-stamped sales receipts to CCC-564.
61A and 61B	Producer shall sign and date.  <b>Note:</b> Only 1 member having authority to sign for the partnership is required to sign.
62A through 62C--*	CCC representative shall sign and date the worksheet and indicate in the box provided whether approved or disapproved.

116 **Completing CCC-564M**

**A Instructions for Completing CCC-564M**

\*--A producer may not receive a 2001 or 2002 disaster payment for losses on more than one 2001 or 2002 crop on the same acreage unless the provisions of paragraph 37 are met. All--\* producers sharing in the acreage multiple cropped shall designate the crop for payment on CCC-564M. Only one CCC-564M shall be completed by all producers for the specific multiple-cropped acreage. Attach a copy of CCC-564M to all applicable applications.

116 Completing CCC-564M (Continued)

A Instructions for Completing CCC-564M (Continued)

This is a manual form and should be completed according to this table. See an example of CCC-564M in subparagraph C.

Item	Instructions
1	Enter the farm number or numbers associated with the multiple-cropped acreage.
2	ENTER "X" beside the crop year for which disaster benefits are being requested.
3	<p>ENTER "X" beside:</p> <ul style="list-style-type: none"> <li>• "Yes", if other producers share in the additional crop planted on the acreage identified on the CCC-564 application</li> <li>• "No", if other producers <b>do not</b> share in the additional crop planted on the acreage identified on the CCC-564 application.</li> </ul> <p><b>Note:</b> Include any other producers who may have control of the acreage following or before the applicant's loss.</p>
4	<p>Any of the following documents can be used to complete this item:</p> <ul style="list-style-type: none"> <li>• CCC-564</li> <li>• RMA download reports.</li> </ul> <p>For each crop planted on the multiple-cropped acreage, enter the following:</p> <p>A. the name or names of other producers who share in the multiple-cropped acreage            B. crop planted            C. variety or type            D. share            E. number of acres planted to the crop            F. practice for the multiple crop (use RMA download report, if applicable)            G. stage for the multiple crop            H. FSN            I. unit number            J. indicate with "Y" or "N" if the crop is selected for disaster assistance            K. COC or designee shall enter production associated with the nonselected crop acreage.</p> <p><b>Notes:</b> Complete item "K" only if column "J" is "N" for the crop not selected.</p> <p>The multiple crop <b>not</b> selected for disaster assistance shall have the COC-calculated production subtracted from the nonselected multiple crop application provided that the application has other acreage on the application eligible for benefits. See subparagraph D.</p>
5 A-C	Designate the crop, acreage, and farm number for which disaster assistance is requested.
5 D-F	All producers having a share in any crop on the multiple-cropped acreage must sign and date CCC-564M. Producer ID's shall be entered by the producer name.
6	COC or designee shall sign and date.
7	Enter the County Office name, address, and telephone number.

**Note:** Attach CCC-564M to all applications covering the multiple-cropped acreage.

**116 Completing CCC-564M (Continued)****B CCC-564's That Do Not Require CCC-564M**

CCC-564's that **do not** require CCC-564M are applications filed:

- on acreage with only 1 crop planted
- for multiple crops planted on the same acreage meeting the multiple crop criteria in paragraph 37.

**C Example of CCC-564M**

Producer has 100 percent share in farm number 101 and planted 200 acres of irrigated cotton. The cotton failed because of a hail storm, and the producer planted 200 acres of irrigated grain sorghum. Both crops were insured and the County Office received a download for both crops. The appraisal for the cotton crop was "0". The producer harvested 3,000 bushels of grain sorghum. The disaster level for grain sorghum is 5,200 bushels.

Cotton and grain sorghum have not been approved as a multiple-cropping combination for the county.

CCC-564's are completed for both the 200 acres of cotton and the 200 acres of grain sorghum.

**Note:** See subparagraph 110 D for items on CCC-564 that do not need to be completed for the nonselected crop.

Based on projected payment information, the producer selects cotton for payment on the multiple-cropped acres. CCC-564M is completed to identify crops planted on the same acreage and the crop selected for payment. CCC-564 for cotton will be approved and an approval date will be entered into the system. The following documents will be filed together in the producer's folder:

- CCC-564 for cotton
- CCC-564 for grain
- CCC-564M.

**Note:** The producer will not sign CCC-564 for grain sorghum, the nonselected crop. Therefore, COC shall not act on the application. However, a disapproval date shall be entered in the system for the nonselected grain sorghum application.

116 Completing CCC-564M (Continued)

C Example of CCC-564M (Continued)

Following is an example of CCC-564M.

This form is available electronically.

<p><b>CCC-564M</b> (05-27-03)</p> <p style="text-align: center;"><b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation</p> <p style="text-align: center;"><b>2001 AND 2002 CROP DISASTER PROGRAM</b> <b>FOR MULTIPLE CROP - SAME ACREAGE CERTIFICATION</b></p>	<p style="text-align: right;"><b>NOTE:</b></p> <p>The authority for collecting the following information is Pub. L. 108-7, Agricultural Assistance Act of 2003. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</p>																																																															
<p><small>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is The Agricultural Assistance Act of 2003 (Pub. L. 108-7) and 7 CFR Part 1480. The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility. In addition to the already published routine uses, this information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court magistrate or administrative tribunal. All information provided herein is subject to verification by the Commodity Credit Corporation. As provided in various statutes, failure to provide true and correct information may result in civil suit or criminal prosecution and the assessment of penalties or pursuit of other remedies. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</small></p>																																																																
<p>1. Farm Number(s) that have Multiple Cropped Acreage:  101</p>	<p>2. Crop Year <input type="checkbox"/> 2001 <input checked="" type="checkbox"/> 2002</p>	<p>3. Did other producers/operator/owners share in the additional crop(s) planted on this acreage?  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>																																																														
<p>4. List as indicated in the following columns:</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">A. Producer Name</th> <th rowspan="2">B. Crop</th> <th rowspan="2">C. Variety or Type</th> <th rowspan="2">D. Share (%)</th> <th rowspan="2">E. Acres</th> <th rowspan="2">F. Practice</th> <th rowspan="2">G. Stage</th> <th rowspan="2">H. FSN</th> <th rowspan="2">I. Unit No.</th> <th colspan="2">J. Crop Selected for Payment</th> <th rowspan="2">K. COC Use Only Production</th> </tr> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>John Smith</td> <td>Cotton</td> <td></td> <td>100%</td> <td>200</td> <td>I</td> <td>UH</td> <td>101</td> <td>1</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>John Smith</td> <td>Grain Sorghum</td> <td>GRS</td> <td>100%</td> <td>200</td> <td>I</td> <td>H</td> <td>101</td> <td>1</td> <td></td> <td>X</td> <td>300 Bu.</td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> </tbody> </table>			A. Producer Name	B. Crop	C. Variety or Type	D. Share (%)	E. Acres	F. Practice	G. Stage	H. FSN	I. Unit No.	J. Crop Selected for Payment		K. COC Use Only Production	YES	NO	John Smith	Cotton		100%	200	I	UH	101	1	X			John Smith	Grain Sorghum	GRS	100%	200	I	H	101	1		X	300 Bu.																								
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John Smith	Grain Sorghum	GRS	100%	200	I	H	101	1		X	300 Bu.																																																					
<p><i>I understand that disaster benefits will not be paid on multiple crops produced on the same acreage unless the State FSA Committee approves the cropping practice and the farm has a multiple cropping history. I certify that all information reported on the CCC-564M is true and correct and understand that if any information is determined to be in error that the application may be denied or may result in a determination of ineligibility in whole or in part.</i></p>																																																																
<p>5. All or part of the acreage identified on the unit was devoted to more than one crop. Designate the crop and acreage for which disaster assistance is requested:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">A. Crop Cotton</td> <td style="width:33%;">B. Acreage 200</td> <td style="width:33%;">C. Farm Number 101</td> </tr> </table>			A. Crop Cotton	B. Acreage 200	C. Farm Number 101																																																											
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<p>D. Producer Name (Signature) <i>/s/ John Smith</i></p>		<p>E. Producer ID 444-22-1110</p>	<p>F. Date Signed (MM-DD-YYYY) 6-6-2003</p>																																																													
<p>6A. Signature of COC or Designee <i>Mary Jones, CED</i></p>		<p>7A. County FSA Office Name and Address (Including Zip Code) Stafford County FSA Office 200 Front Street Stafford, Virginia 23000-2000</p>																																																														
<p>6B. Date (MM-DD-YYYY) 6-7-03</p>		<p>7B. Telephone No. (Include Area Code): 123-456-1200</p>																																																														
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D. C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.</small></p>																																																																

116 Completing CCC-564M (Continued)

**D Example of Adjusting Acreage and Production for Nonselected Crop Using CCC-564M**

All producers sharing in the crops planted on the acreage must select the crop to receive payment on the multiple-cropped acreage. Once the crop is selected, acreage from the nonselected crop must be reduced if some acreage of the nonselected crop is single cropped. Complete the following steps to:

- aid the producer in making his or her selection
- reduce the acres eligible for the nonselected crop.

Step	Action	
1	Complete CCC-564's for each crop.	
2	The producer shall identify the specific acres on CCC-564M that were multiple cropped. If the crop is insured, the RMA download may aid in identifying acres and production associated with multiple-cropped acres.	
3	COC, or designee, determines production associated with the nonselected crop's acres.	
4	<b>IF...</b> specific production can be tied to those acres being reduced through an RMA download or CCC-564	<b>THEN...</b> production shall be entered on CCC-564M, item 3K
	production cannot be tied to the specific acres being reduced	production must be prorated from overall production associated with the crop, type, practice, and intended use in the unit. Production shall be entered on CCC-564M, item 3K.
5	Subtract the nonselected crop's acres and production (taken from CCC-564M, items 3E and 3K) from CCC-564.	
6	Obtain producer's signature on revised CCC-564.	
7	File a copy of CCC-564M with each producer's application having a share in the multiple-cropped acres.	

See subparagraph A for completing supplemental CCC-564M when selecting multiple-cropped acres for payment.

**Example:** Farm A has 400 acres of cropland. The producer plants 300 acres of wheat and 200 acres of soybeans. 100 acres of the soybeans were planted following wheat.

- 50 acres of the soybeans are planted following unharvested wheat.
- 50 acres of the soybeans are planted following harvested wheat.

116 Completing CCC-564M (Continued)

**D Example of Adjusting Acreage and Production for Nonselected Crop Using CCC-564M (Continued)**

Wheat and soybeans have not been approved as a multiple-cropping combination.

CCC-564's are completed for both the 300 acres of wheat and the 200 acres of soybeans. The projected payment amounts appear as follows.

Wheat:

Type	Stage	Int. Use	Prac	Share	Acres	Prod	Disaster Level	Net Prod for Payment	Payment
HRS	H	GR	N	1.000	250	5,000	6,500	1,500	\$4,056
HRS	UH	GR	N	1.000	50	100	1,300	1,200	<u>\$1,622</u>
Total									\$5,678

Soybeans:

Type	Stage	Int. Use	Prac	Share	Acres	Prod	Disaster Level	Net Prod for Payment	Payment
OTH	H	N	N	1.000	200	4,500	7,800	3,300	<u>\$12,870</u>
Total									\$12,870

Based on the projected payment information, the producer selects soybeans for payment on the multiple-cropped acres. The wheat CCC-564 is adjusted to:

- remove 50 acres of unharvested wheat along with the corresponding 100 bushels of production
- reduce the acres of harvested wheat to 200 acres
- reduce production associated with the 50 acres of harvested wheat. The production is apportioned on CCC-564M as follows.

Step	Action
1	Divide the 5,000 bushels of net production by 250 acres.
2	Multiply the result by 50 acres.
3	Enter the new net production in CCC-564M, item 3K.

No changes are needed on the soybean CCC-564. See subparagraph A for completing CCC-564M for designating acres for payment.

**\*--116.5 Completing CCC-564D**

**A Instructions for Completing CCC-564D**

This is a manual form and should be completed according to this table. See examples of CCC-564D in subparagraphs B and C.

<b>Item</b>	<b>Instructions</b>
1 and 2	Enter the State and county codes where the unit is administratively located from CCC-564, item 3.
3	Enter producer name from CCC-564, item 1.
4	Enter producer ID number from CCC-564, item 2.
5	Enter the unit number for the producer and crop from CCC-564, item 5.
6	Check the appropriate block that corresponds to the block checked from CCC-564, item 9.
7	Enter the name of the crop from CCC-564, item 6.
8	Enter the crop code corresponding with the crop name in CCC-564, item 6.
9	Enter the payment crop code from the disaster crop table for the specified crop, crop type, and intended use, and practice. See paragraph 25 for additional information on payment groupings.
10	Enter the payment type code from the disaster crop table for the specified crop, crop type, and intended use, and practice. See paragraph 25 for additional information on payment groupings.
<p align="center"><b>Parts A and B - Harvested, Unharvested, and Prevented Planted Acres</b></p> <p align="center">For multiple market crops, include unmarketable production as a separate line item when calculating the cap. Prevented planted acreage will not be treated as a separate crop with respect to the 95 percent cap.</p>	
11	Enter the crop variety/type name or abbreviation from CCC-564, item 19 or 34 as applicable, for the specified crop type.
12	<p>Enter the use for the crop from CCC-564, item 27 or 43 as applicable.</p> <p><b>Reminder:</b> A separate line entry shall be completed for each use, if secondary and/or tertiary use is specified.</p>

--\*

## \*--116.5 Completing CCC-564D (Continued)

## A Instructions for Completing CCC-564D (Continued)

Item	Instructions
13	<p>Enter the practice from CCC-564, item 22 or 37 as applicable, for specified crop type and intended use.</p> <p><b>Note:</b> A separate line entry shall be completed, if the producer has both irrigated and nonirrigated.</p>
14	<p>Enter the producer's share from CCC-564, item 20 or 35 as applicable, for the specified crop type. Enter up to 4 decimal places.</p>
15	<p>Enter the producer acres determined according to the following:</p> <ul style="list-style-type: none"> <li>• enter the planted acreage, as applicable, for harvested and unharvested acreage for the specified crop code, crop variety/type, and intended use from CCC-564, item 21 or 36 as applicable, times</li> <li>• the marketing percentage for multiple market crops, times</li> <li>• producer share in item 14.</li> </ul>
16	<p>Enter the producer's historic yield determined as the greater of the following:</p> <ul style="list-style-type: none"> <li>• producer's approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, intended use and planting period</li> <li>• approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from KC-ITSDO in the disaster crop table.</li> </ul> <p><b>Note:</b> Enter the manually adjusted yield, if applicable. See paragraph 65 for additional information on adjusting historic yields.</p> <p><b>Important:</b> The determined yield shall correspond to the yield used to calculate the disaster payment on CCC-564A, CCC-564B, or CCC-564C, as applicable.</p>
17	<p>Enter the producer's expected production determined by multiplying</p> <ul style="list-style-type: none"> <li>• producer acres in item 15, times</li> <li>• yield determined in item 16.</li> </ul>

--\*

116.5 Completing CCC-564D (Continued)

A Instructions for Completing CCC-564D (Continued)

Item	Instructions	
18	Enter the price determined as the greater of the following: <ul style="list-style-type: none"> <li>• the price for the specified crop code, crop variety/type, and intended use from the disaster crop table</li> <li>• the NASS seasonal average price.</li> </ul>	
19	Enter the net production for the producer determined according to the following.	
	<b>FOR...</b>	<b>ENTER...</b>
	single market crops	production determined from CCC-564A, item 21.
multiple market crops	production determined from CCC-564B, item 22.	
20	Enter the disaster payment according to the following.	
	<b>FOR...</b>	<b>ENTER...</b>
	single market crops	the disaster payment calculated on CCC-564A, item 62.
multiple market crops	the disaster payment calculated on CCC-564B, item 70.	
21	Enter the RMA indemnity payment. If the amount is not in whole dollars, then *--round to the nearest dollar. For malt barley endorsements, include the indemnities for both units as provided in subparagraph 62 I.--*	
22	If the producer applied for an additional quality loss payment, enter the value of production for each applicable loss level determined according to either of the following: <ul style="list-style-type: none"> <li>• CCC-564A, item 48 for single market crops</li> <li>• CCC-564B, item 50 for multiple market crops.</li> </ul> If the producer applied only for a production loss payment, enter the value of production determined according to the following: <ul style="list-style-type: none"> <li>• net production in item 19, times</li> <li>• price in item 18 (higher of the APH or NASS seasonal average).</li> </ul> Round the result to whole dollars.	

## \*--116.5 Completing CCC-564D (Continued)

## A Instructions for Completing CCC-564D (Continued)

Item	Instructions
23	Enter the total crop value determined according to the following: <ul style="list-style-type: none"> <li>• production loss payment determined in item 20, plus</li> <li>• indemnity determined in item 21, plus</li> <li>• value of production determined in item 22.</li> </ul>
24	Enter the 95 percent cap determined according to the following: <ul style="list-style-type: none"> <li>• expected production in item 17, times</li> <li>• price in item 18, times</li> <li>• 95 percent.</li> </ul>
25	Enter the amount that exceeds the 95 percent cap for the applicable crop type, intended use, and practice determined according to the following: <ul style="list-style-type: none"> <li>• total crop value determined in item 23, minus</li> <li>• 95 percent cap determined in item 24.</li> </ul> <p><b>Important:</b> If the result is negative, then use the negative.</p>
26	Enter the disaster payment from CCC-564C, item 20.
27	Enter the RMA indemnity payment. If the amount is not in whole dollars, then round to the nearest dollar.
28	Enter the field market value B from CCC-564C, item 28.
29	Enter the total crop value determined according to the following: <ul style="list-style-type: none"> <li>• disaster payment determined in item 26, plus</li> <li>• indemnity determined in item 27, plus</li> <li>• value of production determined in item 28.</li> </ul>
30	Enter the 95 percent cap determined according to the following: <ul style="list-style-type: none"> <li>• field market value A from CCC-564, item 10, times</li> <li>• 95 percent.</li> </ul>

--\*

**\*--116.5 Completing CCC-564D (Continued)**

**A Instructions for Completing CCC-564D (Continued)**

Item	Instructions
31	Enter the amount that exceeds the 95 percent cap for the applicable crop type, intended use, and practice determined according to the following: <ul style="list-style-type: none"> <li>• total crop value in item 29, minus</li> <li>• 95 percent cap in item 30.</li> </ul>
32	Enter the net disaster payment for harvested and unharvested acres for the unit determined by totaling all entries in item 20 in Part A.
33	Enter the net disaster payment for prevented planted acres for the unit determined by totaling all entries in item 20 in Part B.
34	Enter the net disaster payment for value loss crops determined by totaling all entries in item 26 of Part C.
35	Enter the net disaster payment for the unit determined by totaling items 32 through 34.
36	Enter the total 95 percent cap reduction for the unit determined by totaling the following: <ul style="list-style-type: none"> <li>• the total of item 25, Part A, exceeds cap</li> <li>• the total of item 25, Part B, exceeds cap</li> <li>• the total of item 31, Part C, exceeds cap.</li> </ul>
37	Enter the net disaster payment for the unit determined according to the following: <ul style="list-style-type: none"> <li>• net disaster payment, item 35, minus</li> <li>• total 95 percent cap reduction, item 36.</li> </ul>

--\*



\*--116.5 Completing CCC-564D (Continued)

**B Example of CCC-564D for Single Market Crops (Continued)**

CCC-564D (06-02-03) (Page 2)

<b>PART C - VALUE LOSS CROPS</b>					
26.	27.	28.	29.	30.	31.
Disaster Payment	Indemnity	Value of Production (Field Market Value B)	Total Crop Value (Item 26 + Item 27 + Item 28)	95% Cap (Field Market Value A X .95)	Exceeds Cap (Item 29 minus Item 30)

  

<b>PART D - NET DISASTER PAYMENT FOR UNIT AND CROP</b>		
32.	Net Disaster Payment for Harvested and Unharvested Acres (Sum of Part A, Item 20)	\$3,787
33.	Net Disaster Payment for Prevented Planted Acres (Sum of Part B, Item 20)	\$0
34.	Net Disaster Payment for Value Loss Crops (Sum of Part C, Item 26)	\$0
35.	Net Disaster Payment (Sum of Item 32 through 34)	\$3,787
36.	Total 95% Cap Reduction	\$240
37.	Net Unit Payment	\$3,547

--\*





**117 Application Corrections**

**A Making Changes**

The producer must certify all of the data is correct on the computer-generated or manual CDP application. Certifying incorrect information may result in a denial of program benefits.

If the data on an originally signed application must be corrected for any reason, the County Office shall do either of the following:

- generate a new corrected application and:
  - mark the new application as a revision
  - have the producer sign and date the revision
  - include both the original and revised applications in the producer's CDP folder
- line through the incorrect entry on the original application and enter the revised data. Ensure that:
  - both the producer and a County Office employee initial and date the revised entry
  - both the original and revised entries are legible.

**118 Different Pay Types****A Fresh/Processed Crops With Different Pay Codes**

For certain crops, RMA insures the intended uses of "fresh" and "processed" under separate policies. Those crops have been assigned different Pay Group codes on the county crop table for fresh and processed. Production under fresh vs processed will not offset each other as is the case with other multiple market crops. Applicable crops include the following:

- apricot
- beans
- bell peppers
- grapefruit (FL)
- grapes
- oranges (FL)
- peas
- peaches (CA)
- sweetcorn
- tomatoes.

All marketings of these crops must be designated on the application under its original intended use. Quality adjustments will only apply to unmarketable production or through adjustments to production if applicable to the specific crop.

**B Production**

The background and example for grapes under this subparagraph applies to all crops with different pay codes (fresh vs processed), including those listed in subparagraph A.

Grapes are insured nationwide under separate "fresh" or "processed" policies. Prices for each market have been included on the county crop table. Since the 2 markets are treated separately by RMA, the 2 markets will not offset each other on a CDP application like other multiple market crops. For program purposes, the 2 are treated as separate crops.

In most of the country, "fresh" grapes have a pay type code of "1" on the county crop table. The processed grape record has a pay type code of "2" on the county crop table. Different pay type codes for the same crop code, intended use and planting period, will not offset each other during the automated payment calculations.

Generally, a producer grows grapes intended for either the "fresh" market (which may be a table grape variety) or the "processed" market (which may be a wine grape variety). Normally, a producer does not sell the same variety to both markets.

118 Different Pay Types (Continued)

**B Production (Continued)**

If a fresh grape is not sold for its intended purpose, it may be sold at a lower price in an alternative fresh market. FSA does not provide quality adjustments for commodities sold to its intended market "fresh", even if the price received is lower than the crop table price. Quality adjustments are not provided for different grades of "fresh", or for different grades of "processed" commodities.

Quality adjustments for grapes are provided only when the grapes are of poor quality and cannot be sold in any market. Unmarketable grapes are not counted as production under CDP. Salvage provisions may apply.

**C Example**

This example will be applicable for all crops referenced in this paragraph.

Portion of the County Crop Table Record for Thompson Grapes

Crop	Type	Use	Price	Unit of Measure	Pay Crop	Pay Type
Grape	THP	Fresh	\$ 5.70	lug	53	1
Grape	THP	Processed	\$ 150.	ton	53	2

The producer sold:

- 2,000 lugs for its intended use in the fresh table grape market
- 10 tons to a lower priced market for preserves
- 5 tons could not be sold in any established market.

In this example, the 10 tons sold in the lower priced market shall be converted to "lugs". All sold production shall be entered in the automated system as "fresh" using "lugs" as the unit of measure. The 5 unmarketable tons would not be counted as production for program purposes.

Although the producer sold 10 tons to an alternative market for preserves, the production should not be entered in the automated system as "processed". The "processed" record does not offset the "fresh" record. The processed grape record in this example refers to varieties grown for the intended wine market.

Since there is a single pay type code of "1" on the crop table for the same crop, type and intended use, all sold production must be attributed to that market (fresh). Quality adjustments are not calculated for the difference in price between fresh and processed if the pay type code is different.

**119-124 (Reserved)**



**\*--Part 10.5 Compliance****125 Disaster Program Review****A Overview**

CDP oversight shall include the following reviews:

- DD or designee reviews
- second party reviews
- employee reviews
- producer reviews.

**Note:** Procedure for producer reviews will be provided in a future amendment.

State Offices shall ensure that the reviews are completed timely and accurately.

**B DD Reviews**

DD or designee shall perform at least five CDP application reviews in each administrative County Office within their District. See subparagraph C for an example of CCC-466.

Reviews shall include 1 application from each of the following criteria, if the administrative county has an application that applies:

- maximum loss percentage
- quality adjustment loss
- prevented planting
- multiple market quality adjustment
- COC-adjusted payment factors
- multiple cropping practices.--\*

125 Disaster Program Review (Continued)

C Example of CCC-466

The following is an example of CCC-466.

\*--

This form is available electronically.

<b>CCC-466</b> (07-15-04)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. County Office Name Washington	
<b>CROP DISASTER PROGRAM</b> <b>DISTRICT DIRECTOR REVIEW WORKSHEET</b>				2. Crop Year 20XX	
3. Name of Reviewer Paul Delp		4. Producer Name Joseph Bertovich		5. Producer ID No. XXX-XX-XXXX	6. Crop Cotton
					7. Unit 1

Part A - Eligibility Determinations			
	YES	NO <sup>1/</sup>	N/A
8. Application for 2001-2002 Crop Disaster Program (CDP) losses are filed in the producer's administrative county. (5-DAP, paragraph 3)	X		
9. Crop production was adversely affected, or the crop could not be planted, due to an eligible disaster condition. (5-DAP, paragraph 8)	X		
10. The producer was able to show, with verifiable evidence, that the producer had an interest in the crop produced or had control of the crop acreage on which the crop was grown at the time of the disaster. (5-DAP, paragraph 10)	X		
11. CCC-564 approved by the COC. (5-DAP, paragraph 110) <sup>2/</sup>	X		
12. Crop planted meets the eligible planting definition. (5-DAP, paragraph 7)	X		
13. A report of crop acreage is on file. (5-DAP, paragraph 35)	X		
14. Prevented planted provisions were met for the applicable crops. (5-DAP, paragraph 36)			X
15. The planting date for the crop is reported on the CCC-564 or FSA-578; if late planted, complete question 34 of this worksheet. (5-DAP, paragraph 35)	X		
16. Each "person" exceeding the gross income limitation is loaded in the Gross Revenue File in the System 36. (5-DAP, paragraph 16)			X

Part B - Production Evidence			
	YES	NO <sup>1/</sup>	N/A
17. Production evidence is counted in the correct unit of measure, and the unit of measure is accurately expressed, for noninsurable or uninsured only. (5-DAP, paragraph 26)	X		
18. Inventory for before and after the disaster payments was correctly calculated for value loss crops. (5-DAP, paragraph 90)	X		
19. For producers never having an approved yield calculated for NAP purposes, production evidence was submitted before February 20, 2003. (5-DAP, paragraph 31)			X
20. COC reduced county average yield for fruit/nut tree crops because the age, tree spacing, tree, or management practice was not capable of producing the county yield. (5-DAP, paragraph 104)			X
21. Crop was correctly identified as harvested, unharvested, or prevented from being planted. (5-DAP, paragraph 45)	X		
22. All production of the crop is accounted for and correctly tabulated. (5-DAP, paragraph 45)	X		
23. Production commingled between units that cannot be separated by using records or other documents is prorated according to national procedure. (5-DAP, paragraph 48)			X
24. Production commingled between years is considered harvested production for the disaster year, unless the amount of production was a matter of record before it was commingled. (5-DAP, paragraph 48)			X
25. Farm stored production was certified, or a measurement service was requested. (5-DAP, paragraph 47)			X
26. Harvested production that could not be marketed through normal channels because eligible disaster conditions was adjusted to "0" and any value received for the unmarketable crop was considered salvage value. (5-DAP, paragraph 52)	X		
27. A crop appraisal was completed by an approved Licenced Appraiser or FSA employee according to national procedure. (5-DAP, paragraph 50)	X		
28. Loan Deficiency Payment conversion methods were used for grain crops harvested as other than grain. (Uninsured, noninsurable, or insured with no loss records only) (5-DAP, paragraph 51)			X
29. Actual production was adjusted for quality according to national procedure. (5-DAP, paragraphs 70 through 76)	X		

<sup>1/</sup> Use Part E or a separate sheet of paper to explain and document any "NO" answers.

<sup>2/</sup> The COC is responsible for approving all CDP applications. This authority cannot be delegated beyond the routine determinations, which does not include any adverse determinations.

--\*

125 Disaster Program Review (Continued)

C Example of CCC-466 (Continued)

\*--

CCC-466 (Page 2) (07-15-04)			
Part B - Production Evidence (Continued)			
	YES	NO <u>1/</u>	N/A
30. Insured applications had acceptable records for completing CCC-564 for: crops with multiple markets, cotton, tobacco, peanuts, insured producers with no loss records or crops with plan codes identified in (5-DAP, paragraph 114)	X		
31. The COC assigned production if unharvested acreage was not appraised. (5-DAP, paragraph 60)			X
32. The COC assigned production when acceptable production records for harvested acreage were not available. (5-DAP, paragraph 60)			X
33. The COC assigned production if the crop's loss is due to an ineligible cause of loss not otherwise accounted for. (5-DAP, paragraph 60)			X
34. The COC assigned production if the producer carried out a practice that generally results in lower yields than the established yield. (5-DAP, paragraph 60)			X
35. The COC assigned production for late-planted crops. (5-DAP, paragraph 60)			X
36. The COC assigned production if the producer has a contract to receive a guaranteed payment. (5-DAP, paragraph 60)			X
37. The COC assigned production for grazed production when grazing was not the intended use for the crop. (5-DAP, paragraph 60)			X
38. Verify documentation to support COC adjusted factor. (5-DAP, paragraph 60)			X
Part C - Payments			
	YES	NO <u>1/</u>	N/A
39. CDP payments were issued with regard to administrative offset. (5-DAP, paragraph 18)	X		
40. Salvage value was factored by .45 and the non factored salvage value was entered on the CCC-564, item 24 or 58, as applicable. (5-DAP, paragraph 52)	X		
41. Secondary use value was calculated for crops when the final use is different than the intended use. (5-DAP, paragraph 51)	X		
42. A salvage value was calculated for the crop sold in a market that is not a recognized market for the crop. (5-DAP, paragraph 52)	X		
43. An average marketing percentage was attributed to multiple-market crops where more than 1 established market, price and/or yield is available to the producer. (5-DAP, paragraph 73)	X		
Part D - Units			
	YES	NO <u>1/</u>	N/A
44. Basic units were established for uninsured and noninsurable crops. (5-DAP, paragraph 30)	X		
45. Separate units were established for insurable and noninsurable practices of the same crop to determine losses, and both are paid at the 50% loss rate. Separate units were not established for uninsurable and noninsurable practices for producers who chose not to insure the available crop practice, and both practices were combined to determine the crop loss and both are paid at the 45% loss rate. (5-DAP, paragraph 30)	X		
Part E - Remarks			
46. Signature of Reviewer	Title	Date (MM-DD-YYYY)	

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1/ Use Part E or a separate sheet of paper to explain and document any "NO" answers.

--\*

**\*--125 Disaster Program Review (Continued)**

**D Performing Second Party Reviews**

Second party reviews are performed by County Office employees not involved in the disaster application being reviewed.

Second party reviews are required on all:

- administrative county applications for producers who exceed the payment limitation amount

**Note:** Review all units involved.

**Exception:** Applications that have all disaster determinations based on RMA downloads shall **not** be reviewed.

- worksheets with assigned production
- worksheets where "Cmd16" was used to override or change insured data.

See subparagraph E for an example of CCC-467.--\*

\*--125 Disaster Program Review (Continued)

E Example of CCC-467

The following is an example of CCC-467.

This form is available electronically.

<b>CCC-467</b> (07-22-03)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. County Office Name Washington		
<b>CROP DISASTER PROGRAM SECOND PARTY REVIEW WORKSHEET</b>				2. Crop Year 20XX		
3. Name of Reviewer Evelyn Barnett	4. Producer Name Joseph Bertovich	5. Producer ID No. XXX-XX-XXXX	6. Crop Cotton	7. Unit 1		
8. Determine unit structure is correct, if applicable (for uninsured or non-insurable units only)				YES	NO <u>1/</u>	N/A
9. Determine assigned production was accurately documented, if applicable, and producer was notified according to 5-DAP, paragraph 64.						X
10. Determine data load is correct.				X		
11. Determine production matches production documentation.				X		
12. Determine share(s) correct.				X		
13. Remarks						
14. Signature of Reviewer			Title	Date (MM-DD-YYYY)		

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and mental or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

1/ Use Remarks or a separate sheet of paper to explain and document any "NO" answers.

--\*

**\*--125 Disaster Program Review (Continued)**

**F Employee Reviews**

The purpose of the employee review is for supervisors to ensure that each employee involved in disaster activities is following procedures and the disaster determinations are accurate.

Supervisors shall select 2 applications per employee from the employee's most recent work to determine the quality of the work and knowledge of program requirements. Selections shall be comprised of employee's work that involve noninsurable, uninsured, and insured applications where RMA data was not used exclusively for payment purposes. All units and worksheets involved in the application must be reviewed.

Document employee spot checks on:

- FSA-577, according to subparagraphs G and H
- CCC-466, according to subparagraph C.

**G Completing FSA-577**

Document employee spot checks on FSA-577 according to this table.

Item	Instructions
1 and 2	Enter county and name of employee.
3	Enter kind of check as "other" and specify "2001 or 2002 Crop Disaster Program".
4	Line through label "Farm Number". Enter producer's name and unit number to be spot-checked.
5	Enter crop name.
6 and 7	Do not make entries in items 6 and 7. CCC-466 replaces elements in items 6 and 7.
8	Explain any recommended training and make additional comments as necessary.
9 A and 9 B	The supervisor shall rate the employee as acceptable or not acceptable, sign, and date.
9 C and 9 D	The employee shall review FSA-577 with the supervisor and sign and date.
10	The supervisor and employee shall sign and date after completing the necessary training and recommendations.
11	The State Office representative shall: <ul style="list-style-type: none"> <li>• ensure that recommended action is appropriate and has been carried out</li> <li>• ensure that FSA-577 was reviewed with the employee that is being checked</li> <li>• sign and date.</li> </ul>

--\*

\*--125 Disaster Program Review (Continued)

H Example of FSA-577

The following is an example of a completed FSA-577 for CDP employee spot check.

<b>REPRODUCE LOCALLY.</b> Include form number and date on reproductions. <b>FSA-577</b> (08-28-95) U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency <b>REPORT OF SUPERVISORY CHECK</b>		1. COUNTY Essex	2. NAME OF EMPLOYEE Joe Doe
3. KIND OF CHECK  <input type="checkbox"/> MEASUREMENT SERVICE <input type="checkbox"/> FCI-74 <input type="checkbox"/> PREACCEPTANCE INSPECTION <input type="checkbox"/> ACREAGE DETERMINATION <input type="checkbox"/> APPRAISAL <input checked="" type="checkbox"/> OTHER (Specify) 1999 Crop Disaster Program	4. FARM NUMBER Producer Name and Unit No.  Joe Farmer Unit 1	5. CROP OR LAND USES (for which determination is made)  Wheat	
6. ERRORS, OMISSIONS, OR INADEQUACIES NOTED (Check all applicable items and explain in Item 7.)			
A. VERIFICATION OF BASIC DATA <input type="checkbox"/>	I. COMPUTATIONS <input type="checkbox"/>	Q. STAGE IDENTIFICATION <input type="checkbox"/>	
B. NECESSARY SIGNATURES & DATES <input type="checkbox"/>	J. DEDUCTIONS <input type="checkbox"/>	R. APPRAISED PRODUCTION <input type="checkbox"/>	
C. ERASURES <input type="checkbox"/>	K. CROP CONDITION REPORT <input type="checkbox"/>	S. JUDGMENT <input type="checkbox"/>	
D. AREA IDENTIFICATION <input type="checkbox"/>	L. CAUSE OF CROP DAMAGE <input type="checkbox"/>	T. DAMAGE TO EQUIPMENT <input type="checkbox"/>	
E. SKETCHES <input type="checkbox"/>	M. HARVESTED PRODUCTION <input type="checkbox"/>	U. DATE OF CROP DAMAGE <input type="checkbox"/>	
F. LANDMARKS <input type="checkbox"/>	N. TEST WEIGHT <input type="checkbox"/>	V. SHARE VERIFICATION <input type="checkbox"/>	
G. CROP & LAND USE <input type="checkbox"/>	O. SHELLING PERCENT <input type="checkbox"/>	W. OTHER <input type="checkbox"/>	
H. MEASUREMENTS <input type="checkbox"/>	P. MOISTURE <input type="checkbox"/>	X. NONE NOTED <input type="checkbox"/>	
7. EXPLANATION OF DEFICIENCIES None			
8. RECOMMENDED TRAINING AND ADDITIONAL COMMENTS No additional training necessary.  Documentation in COC minutes (assigned production and assigned salvage value), should include greater detail and list data sources.			
9. SUPERVISOR'S REVIEW OF REPORT			
A. The work of the employee has been checked as indicated above and is: ACCEPTABLE <input checked="" type="checkbox"/> NOT ACCEPTABLE <input type="checkbox"/> (additional training needed)		EMPLOYEE'S CONCURRENCE C. This report has been reviewed with me and if applicable, any need for corrective action has been discussed.	
B. SUPERVISOR'S SIGNATURE /s/ Alan Rogers	DATE 02-15-00	D. EMPLOYEE'S SIGNATURE /s/ John Doe	DATE 02-15-00
10. FOLLOWUP TO RECOMMENDED TRAINING			
A. The necessary training and recommendations have been completed.			
B. SUPERVISOR'S SIGNATURE /s/ Alan Rogers	DATE 02-17-00	C. EMPLOYEE'S SIGNATURE /s/ John Doe	DATE 02-17-00
11. STATE OFFICE REVIEW			
A. I have reviewed this report and agree with all actions noted.		B. STATE OFFICE REPRESENTATIVE'S SIGNATURE /s/ Helen Mathew	DATE 02-20-00
<small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 325-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.</small>			

--\*



**\*--127 Suspected Cases of Program Abuse**

**A Overview**

When it appears that a producer has provided false or erroneous data, or intentionally misrepresented a material fact in an attempt to enhance potential program payments, further action is necessary. This does not include unintentional reporting or certification errors, unless the errors are so great they impact program integrity.

**B County Office Action**

When suspected program abuse is discovered by the County Office, the following actions shall be taken:

- review identified significant discrepancies between crop insurance and FSA records to determine the suspected abuse
- if it is determined that the abuse is of FSA programs, take action according to the applicable FSA handbook
- if the suspected abuse is of crop insurance, refer the case to the State Office, which shall refer the case to the nearest RMA Compliance Office (Exhibit 31) using CCC-458. See subparagraph D.
  - Refer only suspected program abuse.
  - Include information detailing the suspected program abuse, the principals involved, and any pertinent facts and/or documents that will aid in researching the problem and resolving the discrepancy.

Do not approve the application for any producer suspected of program abuse, until the case is resolved.

**C State Office Action**

State Offices shall FAX a copy of all submitted CCC-458's to PECD at 202-720-4941.--\*

127 Suspected Cases of Program Abuse (Continued)

D Example of CCC-458

The following is an example of CCC-458.

**REPRODUCE LOCALLY. Include form number and date on reproductions.**

<p><b>CCC-458</b> (12-03-99)</p> <p style="text-align: center;"><b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation</p> <p style="text-align: center;"><b>RMA COMPLIANCE REFERRAL WORKSHEET</b></p> <p><b>DATA DISCREPANCIES: Farm Service Agency - Risk Management Agency</b></p>	<p>1. County Office Name &amp; Address (Including Zip Code.)</p>   <p>Telephone Number: (     )</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">2. State Code</td> <td style="width: 50%;">3. County Code</td> </tr> </table>	2. State Code	3. County Code
2. State Code	3. County Code		
4 Exchange of data for GIP purposes revealed the following differences in FSA and RMA producer records:			
<b>Producer Records</b>	<b>Farm Service Agency (FSA) Records</b>	<b>Risk Management Agency (RMA) Records</b>	
a. Name of Producer			
b. Identification Number and Type			
c. Unit Number			
d. Insurance Policy Number			
e. Crop Name			
f. Crop Type			
g. Cropping Practice			
h. Crop Acreage Reported			
i. Producer Shares			
j. Production Reported			
k. Indemnity Paid (Producer Data)			
5. Remarks			

## 128 CDP Producer Spot Checks

### A Overview

\*--To make the most of limited resources, only a small percentage of 2001/2002 CDP applicants will be selected for review in selected counties nationwide. However, a certain number of applicants must be reviewed to ensure that:

- producers adhere to CDP regulations and handbook procedure
- Government funds are disbursed only to those producers with eligible losses.

Although not every county administering CDP will be reviewed, an adequate number of reviews must be completed to:

- discourage any present or future program abuse
- determine weaknesses in CDP.--\*

### B Review Teams

Each State shall establish a review team to conduct reviews of 2001/2002 CDP applications. The review team shall be comprised of at least 1 State Office specialist who will serve as the team leader. Other members may include DD's, CED's, program technicians, and LA's. A State may have more than 1 review team if necessary. The reviews should normally be conducted on site; however, if the review team leader determines it is more practical to have files sent to a central location, reviews may be conducted off-site. Team members shall not conduct reviews in their own county.

### C Counties To Be Reviewed

Counties to be reviewed shall include both of the following:

- \*--specific counties selected by the National Office (Exhibit 33)--\*
- any additional counties selected by STC if determined necessary.

Counties selected by the National Office are based on the total number of:

- uninsured applications
- noninsurable applications
- insured applications if:
  - no production was available in RMA download
  - quality adjustment was applicable.

\*--**Note:** At least 1 eligible criteria must be met to add additional insured application spot checks.--\*

## 128 CDP Producer Spot Checks (Continued)

### C Counties To Be Reviewed (Continued)

STC shall:

- review the list of counties selected for review \* \* \*
- identify counties selected for review as part of an OIG review
- ensure that the counties reviewed by OIG are **not** selected for this review
- ensure that teams review the higher of at least 5 counties or 5 percent of the counties in the State.

**Note:** Additional counties may be selected.

### D Applications To Be Reviewed

The 2001/2002 CDP spot check software identifies those CCC-564's to be reviewed. Applications subject to review include producers with uninsured crops, noninsurable crops, and insured crops where RMA-downloaded information was not used. Selection is by producer ID/type. All units and crops for the producer must be reviewed. Review teams shall complete a spot check worksheet for each unit reviewed.

As applicable, review at least 1 unit involving each of the following:

- prevented planting
  - value loss
  - quality review (multiple market)
  - quality adjustment (5 levels of quality loss, single market)
  - "Cmd16" was used.
- \*--Data that is not downloaded and populated from RMA is considered "Cmd16" and is subject to spot check review. This includes insured data manually entered through the "Cmd16" option and also other stages (harvested, unharvested, prevented planted) of data that are added to pre-populated RMA data.
  - QL (reduced production) is never downloaded from RMA. Therefore, applications with quality loss data will also be considered "Cmd16".--\*

128 CDP Producer Spot Checks (Continued)

**D Applications To Be Reviewed (Continued)**

Required spot checks are for those producers who:

- are selected in the random sample
- are flagged in the county Name and Address file as required

**Note:** County Offices shall ensure that the Name and Address file required spot check flag is accurate.

- the County Office or State Review Team has reason to suspect may have misrepresented production or acreage information.

**E Review Items**

For producers and crops selected for review, the review team shall, according to paragraph 129, spot check:

- production evidence, including:
  - stored production
  - marketed production
  - unmarketable production, including aflatoxin-contaminated corn
  - quality adjustment
  - the following methods:

<b>Method 1 - Loan Commodities</b>	
<b>Step</b>	<b>Action</b>
1	Review the County Office calculations used to reduce production because of quality to ensure the proper discount was calculated and applied. (Use of 2-LP discounts, CCC-761 for peanuts.)
2	Be sure documentation was obtained from the producer to substantiate the quality loss, such as test results, elevator or market receipts, etc.
3	If County Average adjustment factors were used, be sure the provisions of subparagraph 75 D were followed.
4	Review calculations for Sample Grade commodities if applicable according to subparagraph 75 D and Exhibit 23.
5	Cotton - Be sure the County Office applied the adjustments for cotton listed in Exhibit 24.
<b>Method 2 - Fresh/Processed Commodities</b>	
1	Review the: <ul style="list-style-type: none"> <li>• production breakdown to ensure the correct amount was attributed to each use</li> <li>• associated production documentation showing the amount sold as fresh/processed.</li> </ul>
2	Review the County Office calculation of the producer's historical marketing percentage for accuracy if producer data was used instead of the county average historical marketing percentage.

128 CDP Producer Spot Checks (Continued)

E Review Items (Continued)

<b>Method 3 (5-Level Method)</b>	
1	Review the breakdown of production to ensure it meets the criteria established by STC for each level.
2	Be sure documentation of the Quality Loss was obtained from the producer, that is, a copy of tests.
3	Check to ensure the tests were taken no later than August 25, 2003. Make sure the County Office followed subparagraph 70 E for tests taken after January 1 of the year following harvest.
4	Be sure documentation of the Affected Quantity was obtained from the producer. Although production may be certified for quantity loss, production cannot be certified for quality compensation.

- producers' shares
- disaster conditions.

Do **not** include acreage in the review unless it is part of the verification of information reported on a late-filed FSA-578.

**Note:** Acreage reports accepted as timely filed are subject to spot check according to 2-CP.

F Number of Records to Review

The number of records to review is based on the number of random applications to be reviewed as identified in subparagraph D and listed on the automated spot check register. They are:

- X all records up to 15 records (for the first 1000)
- X 25 records for greater than 1000.

**\*--129 Spot Check Procedure**

**A Requesting Information**

When contacting elevators, organizations, or facilities to verify producer=s production evidence, be specific as to the information requested. The request to verify the producer=s production evidence should include, but is not limited to, the following:

- X producer=s name and address
- X crop or crops
- X why the request is being made
- X what information is being requested.

**B Spot Checking Unmarketable Production**

Spot check unmarketable production according to the following table.

**Note:** Unmarketable production is production that cannot be sold. For production to be considered unmarketable, it must be refused because of quality. Production that is refused because of market conditions is not considered unmarketable.

IF...	THEN...
production was refused at a warehouse, vegetable shed, wholesale market, retail outlet, or other delivery point, and a record exists documenting delivery to this point  <b>Note:</b> The production must be refused because of quality conditions and not because of economic factors or management decisions.	X verify receipt of information with the delivery point and disposition of the crop, if possible  X verify that no feed or financial benefits were received.
the crop has been disposed of without record	X have the producer certify, in writing, to the disposition of the crop  X check with local storage and market facilities in the area to verify the producer neither sold nor stored production.

--\*

**\*--129 Spot Check Procedure (Continued)**

**C Spot Checking Actual Marketings**

If the crop selected has multiple markets, determine the crop=s final use in the disaster year. Verify the percent sold to the fresh or processed market with the delivery point.

**D Producers= Shares**

State Review Teams shall verify any documents deemed necessary to determine that disaster payments were issued according to how the crop was shared or would have been shared if produced.

**E Gross Revenue Provision**

If the payment due the producer approaches the maximum amount available under payment limitation provisions, ensure that the producer correctly completed the gross revenue certification.

Producers should be spot checked for gross revenue **only** if the County Office or the State Review Team has reason to believe that the gross revenue certification is in question.

**Note:** Pay special attention to those applications with high crop insurance indemnities.

**F Disaster Conditions**

To determine whether the disaster event is consistent with actual conditions occurring throughout the county, State Review Teams shall compare the producer=s cause of loss with other producers= certification of loss in the county.--\*

## \*--130 Expanding the Sample Size

### A Definition of Discrepancy

A discrepancy is any error:

- made by a producer that is found in the crop or producer record
- found on CCC-564 that was certified by a producer **except** if the error was made by a County Office employee, the discrepancy shall not be counted as a discrepancy for the review

**Note:** Provide a description of the error on CCC-466-1, item 15. See subparagraph D for an example of CCC-466-1.

- Screen MHADSR001, 2001/2002 CDP Spot Check Register, Disc. (discrepancy) column, shall be identified by **Y** for a discrepancy discovery; **N** for no discrepancy found and **E** for Exempt (not required), such as an unaffected employee that is a required spot check; or, when a crop is selected for both years but is not required to be spot checked in both years.

### B When to Expand The Sample Size

When the number of discrepancies in the initial sample exceeds 20 percent, expand the sample by processing the random selection review list again.

### C Excessive Percent of Overall Discrepancies

Combine the number of discrepancies in the initial and expanded sample and determine the percentage of discrepancies. If the combined percentage exceeds 20 percent of the total crop applications checked, the State Review Team shall do either of the following:

- X process the random selection again
- X request a waiver from DAFP, submitted to PECD, with thorough documentation to support the request.--\*

\*--130 Expanding the Sample Size (Continued)

D Example of CCC-466-1

The following is an example of CCC-466-1.

Note: After Part B has been completed, determine discrepancies in Part A.

This form is available electronically.

<b>CCC-466-1</b> (03-17-04)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. County Office Name Any State	2. Crop Year 20XX	
<b>CROP DISASTER PROGRAM COMPLIANCE WORKSHEET</b>				3. State Code XX	4. State Office Name Any State	
Complete this worksheet for each unit reviewed.						
5. Producer Name John Doe		6. Producer ID No. 444-44-4444	7. Crop Cotton	8. Unit 1		
9. Check all that applies: <input type="checkbox"/> Discrepancy, if check complete → <input type="checkbox"/> \$250 or less <input type="checkbox"/> Over \$250 <input type="checkbox"/> Underpayment <input type="checkbox"/> Overpayment						
10. Check whether discrepancy was referred to COC, RMA, or OIG: <input type="checkbox"/> Referred to COC <input type="checkbox"/> Referred to RMA <input type="checkbox"/> Referred to OIG				11. Type of coverage: <input type="checkbox"/> Noninsurable <input type="checkbox"/> Uninsured <input checked="" type="checkbox"/> Insured		
12. Unit No. 1	13. Pay Crop Code	14. Pay Type Code	15. Remarks:			
<b>PART A - DISCREPANCY TYPE</b>						
16. Check all that applies: <input type="checkbox"/> Gross Revenue <input type="checkbox"/> Disaster Conditions <input type="checkbox"/> Share <input type="checkbox"/> Acreage <input type="checkbox"/> Production Evidence <input type="checkbox"/> Other: _____						
<b>PART B - GROSS REVENUE DISCREPANCY</b>						
17. The producer was spot checked as susceptible to exceed the \$2.5 million annual gross revenue provisions? (If "YES", continue with question 18. If "NO", go to question 19.) Explain "NO" answer:				YES	NO	N/A
					✓	
18. Does evidence of gross revenue support the producer's gross revenue certification? Explain "NO" answer:						
<b>PART C - DISASTER CONDITIONS</b>						
19. Was the disaster event(s) that reportedly caused the loss listed on the CCC-564 consistent with losses suffered by other producers in the county/area? Explain "NO" answer:				✓		
20. Was the timing of the disaster event(s) that caused the loss listed on the CCC-564 consistent with the timing of the losses suffered by other producers in the county/area? Explain "NO" answer:				✓		
<b>PART D - SHARE</b>						
21. Is the data between the CCC-502 and the FSA-578 consistent? Explain "NO" answer:				✓		
22. Does the producer share in the crop on the unit? Explain "NO" answer:				✓		
23. Is the evidence provided by the producer valid, verifying interest in the crop produced or control of the crop acreage on which the crop was grown at the time of the disaster? Explain "NO" answer:				✓		
<b>PART E - PRODUCTION EVIDENCE</b>						
24. Perform whatever steps are necessary to verify the validity of the applicant's claimed loss. This may require an on-site visit to the producer's farm or verification with the delivery point? Explain "NO" answer:				✓		
25. Prevented planted provisions were met for applicable crops? Explain "NO" answer:						✓
26. Crop production was adversely affected, or the crop could not be planted, due to an eligible disaster condition?				✓		

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--\*

\*--130 Expanding the Sample Size (Continued)

D Example of CCC-466-1 (Continued)

CCC-466-1 (03-17-04) Page 2

	YES	NO	N/A
27. Did the producer provide sufficient evidence of the crop's existence and disposition certified on the late filed FSA-578? (This could include verification of seed purchase or other source documentation. Verify disposition; may include a site review.) Explain "NO" answer:			
28. Value loss crops have a valid field market value? Explain "NO" answer:			✓
29. The dollar value of inventory for the value loss crop is accurate? Explain "NO" answer:			✓
30. All eligible requirements were met for payments on aquaculture? Explain "NO" answer:			✓
31. All eligible requirements were met for payments on ornamental nursery? Explain "NO" answer:			✓
32. All eligible requirements were met for payments on Christmas trees? Explain "NO" answer:			✓
33. All eligible requirements were met for payments on honey? Explain "NO" answer:			✓
34. All special provisions were met for payments on raisins? Explain "NO" answer:			✓
35. All special provisions were met for payments on citrus? Explain "NO" answer:			✓
36. Acceptable production records could be verified with delivery and/or storage point? Explain "NO" answer:	✓		
37. All production of the crop is accounted for? Explain "NO" answer:	✓		
38. Production commingled between years is considered harvested production for the disaster year, unless the amount of production was a matter of record before it was commingled? Explain "NO" answer:			✓
39. Was a "CMD 16" used for production? Explain "YES" answer:		✓	
40. Is the evidence provided by the producer sufficient to substantiate the applicant's loss? Explain "NO" answer:	✓		
41. Was harvested production that could not be marketed through normal channels, because eligible disaster conditions, were adjusted to "0" and any value received for the unmarketable crop was considered salvage value? Explain "NO" answer:			✓
42. Was farm-stored production certified, or a measurement service requested? Explain "NO" answer:			✓
43. Was the crop sold for salvage value and if so, was salvage value applied according to 5-DAP, paragraph 52. (A salvage value was calculated for the crop sold in a market that is not a recognized market for the crop.) Explain "NO" answer:			✓
44. Were average marketing percentages attributed to crops with more than 1 established price and/or yield? Explain "NO" answer:			✓
45. If a crop was harvested as production other than the intended use, verify production was sold as salvage, secondary use or for grain crops production was other than grain according to 5-DAP, paragraph 51. Explain if production cannot be verified.			✓
46. Has procedure in 5-DAP, sub-paragraph 128E been followed for quality losses?			✓
47A. Signature of Reviewer	47B. Title		47C. Date (MM-DD-YYYY)

--\*

**\*-131 State Review Team Documentation**

**A Completing CCC-466-1**

State Review Teams shall complete one CCC-466-1 for each unit spot checked. More specific worksheets may be developed by the State Review Team if applicable.

**B Compliance Review Reporting**

State Review Teams shall document and summarize the findings on CCC-466-1.

**132 Spot Check Tolerance**

**A When to Adjust Applications**

Many times the correction needed as a result of the spot check results is a minimal dollar difference. Therefore, payment spot check tolerance is applicable to 2001/2002 CDP. Use the following table to determine when a payment adjustment or payment refund is required.

<b>IF the correct payment calculation results in a difference of...</b>	<b>THEN...</b>
\$250 or less	no application adjustment is necessary. County Offices shall not enter adjustments in 2001/2002 CDP automated application. No overpayment has occurred.
over \$250	adjust application based on the corrected information. Producers must pay back entire overpayment. Information in the system must be corrected to reflect correct payment earned.

**Note:** Refer to 7-CP for finality rule.

The tolerance does not apply if the producer is considered ineligible if:

- X subparagraph 133 B provisions apply
- X the producer did not meet the eligibility criteria, including but not limited to:
  - X Aperson@ determination requirements
  - X exceeding the gross revenue limit
  - X violating conservation compliance provisions
  - X violating controlled substance provisions.

**B Overpayment Processing**

See Part 12, Section 4 for processing overpayments.--\*

**\*--133 Handling Misrepresentation, Scheme, or Device**

**A Consequences of Misrepresentation, Scheme, or Device**

A producer must refund to CCC all 2001/2002 CDP payments received according to the following table if the producer is determined to have knowingly done either of the following:

- X adopted any scheme or device that tends to defeat the purpose of the program
- X misrepresented any fact affecting a program determination.

<b>IF the scheme, device, or misrepresentation affected...</b>	<b>THEN...</b>
2001/2002 CDP	COC shall require the producer to refund all disaster program benefits, plus interest.
other FSA program benefits	COC shall take action according to the applicable FSA handbook.
crop insurance benefits	the State Review Team shall refer the case to the nearest RMA Compliance Field Office using CCC-458. COC shall not require the producer to refund payments until the case is resolved.
an uninsured or noninsurable CDP application	STC shall refer the case to OIG.

--\*

**\*--133 Handling Misrepresentation, Scheme or Device (Continued)**

**B Types of Misrepresentation, Scheme, or Device**

Actions considered a misrepresentation, or scheme or device include, but are not limited to, the following:

- X false certification of:
  - X qualifying gross revenue
  - X any information required to determine eligibility, including conservation compliance or person determination
  - X interest in the production of the crop
- X submitting false acreage reports
- X submitting false production evidence for:
  - X loss of production determination
  - X quality loss adjustment.--\*

**\*B134 Overview of Spot Check Selection Procedures**

**A Introduction**

Paragraphs 135 through 138 provide procedures for:

- X generating a random spot check sample
- X entering required spot checks
- X recording spot check findings
- X printing 2001/2002 CDP Spot Check Register
- X transmitting spot check data.

**B Limited County Use**

Only the counties identified by the National Office, or chosen by the State Office, will be authorized to use the software. An authorization code is required to access the software. The State Office shall maintain and provide these authorization codes to the counties selected to run the software.

**C Dedicated System**

Only 1 person in an administrative county, at a time, can use the software. If an administrative county has more than 1 county file group that has been selected for spot check, only 1 of these file groups can be processed at a time. Print the 2001/2002 CDP Spot Check Register for 1 county before accessing the other county or counties.

**D Accessing Menu MHADS0**

After entering the State Office-provided authorization code, access Menu MHADS0 according to the following table.

Step	Action	Result
1	On Menu M00000, ENTER A1@ and PRESS AEnter@.	Menu MH0000 will be displayed.
2	On Menu MH0000, ENTER A1@ and PRESS AEnter@.	Menu MHA0YR will be displayed.
3	On Menu MHA0YR, ENTER A6@ and PRESS AEnter@	Menu MHADS0 will be displayed.

--\*

**\*B134 Overview of Spot Check Selection Procedures (Continued)****E Authorization Code**

The first time the software is accessed, Screen MHADSA01 will be displayed to allow entry of the authorization code obtained from the State Office. The authorization code only needs to be entered once.

**135 Spot Check Selection Procedure****A Example of Menu MHADS0**

The following is an example of Menu MHADS0.

```
COMMAND                                MENU: MHADS0
2001/2002 CDP Spot Check Menu
-----
      1. Spot Check Selection
      2. Record Findings
      3. Print Spot Check Register
      4. Transmit Spot Check Data

     21. Return to Application Selection Menu
     23. Return to Primary Selection Menu
     24. Sign Off

Cmd3=Previous Menu

Enter option and press AEnter@.
```

--\*

**\*--135 Spot Check Selection Procedure (Continued)**

**B Options on Menu MHADS0**

The following are:

- X options on Menu MHADS0
- X each option's use
- X paragraph references for processing each option.

Option	Use	Paragraph Reference
1	Use this option to:  X create initial random selection  X enter required producer and/or crop spot checks  X determine whether an expanded sample is necessary after all findings have been recorded.	135
2	Use this option to record spot check findings.	136
3	Use this option to reprint the 2001/2002 CDP Spot Check Register.	137
4	Use this option to transmit spot check data.	138

--\*

135 Spot Check Selection Procedure (Continued)

C Example of Screen MHADSP01

The following is an example of Screen MHADSP01.

\*--

```

2001/2002 CDP                      County Name
Random Print Selection Screen        Version:AA01 05/11/2001 12:12 Term W1
-----
Enter the ID of the printer to use for printing
the register, or Press "Enter" to default to the
session printer.

P1

Do you wish to enter additional producers to be spot checked? (Y/N) _

Cmd3=Previous                      Enter=Continue
    
```

**Note:** Additional producers added for spot check and not meeting established selection criteria will not be recognized as an additional spot check.--\*

D Options on Screen MHADSP01

On Screen MHADSP01, use the options according to the following table.

**Note:** Only 1 question can be answered “Y” at a time.

Action		Result
IF the user wants to...	THEN on Screen MHADSP01...	
change the default printer	enter the printer ID.	The 2001/2002 CDP Spot Check Register will print on selected printer.
enter additional producers to spot check all their pay crops and pay types  <b>*--Note:</b> See the definition for “crop” in paragraph 25.--*	ENTER “Y” to the question, “Do you wish to enter additional producers to be spot checked?”	Screen MHADSB01 will be displayed to enter applicable producer data. See subparagraph E.
enter additional producers, having prevented planting, with specific pay crops and pay types to spot check only those records	ENTER “Y” to the question, “Do you wish to enter additional prods/crops to be spot checked?”	Screen MHADSC01 will be displayed to enter applicable prod ID/type, pay crop, and pay type data. See subparagraph F.

**\*--135 Spot Check Selection Procedure (Continued)**

**E Example of Screen MHADSB01**

The following is an example of Screen MHADSB01.

**Note:** Producers who are coded as a required spot check in the name and address file will automatically be recorded as a required spot check.

```
2001/2002 CDP                      County Name
Additional Required Producer Screen  Version:AA01 05/11/2001  12:12  Term W1
-----
Enter producers ID/type to be added to the required inspection list:

      _____  _____  _____
      _____  _____  _____
      _____  _____  _____
      _____  _____  _____
      _____  _____  _____
      _____  _____  _____
      _____  _____  _____
      _____  _____  _____

Cmd3=Previous          (A)dd more Producers      Enter=Continue
```

--\*

**\*--135 Spot Check Selection Procedure (Continued)**

**F Example of Screen MHADSC01**

The following is an example of Screen MHADSC01.

```
2001/2002 CDP                      County Name
Additional Required Prod/Crops Screen  Version:AA01 05/11/2001  12:12  Term W1
-----
Enter producers data to be added to the spot-check list:

      Prod ID/Type  Pay Crop  Pay Type
                   Abbrev.
      _____  _____  _____
      _____  _____  _____
      _____  _____  _____
      _____  _____  _____
      _____  _____  _____
      _____  _____  _____
      _____  _____  _____

Enter=Continue          Cmd3=Previous          (A)dd more Producers
```

--\*

**\*--136 Recording Spot Check Findings**

**A Overview**

Upon completing the spot check according to paragraph 131, the findings are to be recorded into the software. These findings are obtained from CCC-466-1.

**B Example of Screen MHADSD01**

The following is an example of Screen MHADSD01.

Use Screen MHADSD01 to select a producer to record the spot check findings.

```

2001/2002 CDP                      County Name      Selection
Producer Selection Screen          Version:AA01 05/11/2001  12:12  Term W1
-----
Enter Producer ID Number: _____ and Type: _
      or
Last Four Digits of ID: _____
      or
Last Name: _____
          (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd7=End
    
```

--\*

**\*--136 Recording Spot Check Findings (Continued)**

**C Example of Screen MHADSE01**

The following is an example of Screen MHADSE01.

Use Screen MHADSE01 to select the applicable spot check record to record the findings.

**Notes:** APP@ will be displayed if applicable.

Only 1 record can be selected (Ax@) at a time.

```

2001/2002 CDP                      County Name
Spot Check Selection Screen        Version:AA01 05/11/2001 12:12 Term W1
-----
Producer  Anybody Jones

      Place an 'X' before desired entry for selection

   Year  Pay   Pay
        Crop  Type  Location                Unit   Coverage
___ 2002  WHEAT 001  SS County Name          00100  Uninsured  PP
___ 2001  UPCN 001  SS County Name          00101  Insured

Enter=Continue  Cmd4=Previous  Cmd7=End  Roll=Page
    
```

--\*

**\*--136 Recording Spot Check Findings (Continued)**

**D Example of Screen MHADSF01**

The following is an example of Screen MHADSF01.

**Notes:** APP@ will be displayed if applicable.

If a ADiscrepancy@ is found, AN@, AY@, or AE@ must be entered (see subparagraph 138 B).

When a discrepancy is found, an AX@ must be entered in the AType of Discrepancy@ field(s) to designate that the record was spot checked. The field will remain blank until updated.

Provide an explanation of the discrepancy found in Remarks, that is, Shares should have been .3333, not 100 percent.

```

2001/2002 CDP                      County Name
Spot Check Findings Screen          Version:AA01 05/11/2001 12:12 Term W1
-----
Producer   Anybody Jones                Year: 2002
Location   SS County Name
Unit: 1    Pay Crop: WHEAT                Pay Type: 001    Uninsured   PP
Discrepancy _ If Yes, $250 or less _ or Over $250 _ Under payment _
Referred to: COC _ RMA Compliance _ OIG Investigation _
Type of Discrepancy:
Production Evidence _ Disaster Conditions _
Share _ Acreage _
Other _ Gross Revenue _
If other, please specify:
_____

Remarks:
_____

Cmd4=Previous Cmd5=Update Cmd7=End Cmd24=Delete
    
```

**E Expanded Sample**

Menu MHADS0, option 1 must be accessed after all spot check findings have been loaded to determine whether the percent of discrepancies exceeds 20 percent of the total records randomly selected. Screen MHADSA01 will be displayed if the number of discrepancies exceeds 20 percent.--\*



137 2001/2002 CDP Spot Check Register

A 2001/2002 CDP Spot Check Register

The following is an example of the 2001/2002 CDP Spot Check Register. On Menu MHADS0, this report can be printed after selecting option 1 or reprinted using option 3. All records printed on this report must be spot checked and findings recorded using Menu MHADS0, option 2.

STATE	USDA-FSA										Prepared: 05-01-2001			
COUNTY NAME	2001/2002 CDP Spot Check Register										Page: 1			
Report ID: MHADSR001														
	Year	Prod	Pay	Loc	RMA/FSA									
Producer	___	ID	Crop Type	St	Cty	Unit	Cov	PP	VL	QL	CMD16	MM	Disc	
S	Anybody Jones	9999	WHEAT	001	SS	CCC	00100	U	Y	Y			Y	
R	Anyone Jones	8888	UPCN	001	SS	CCC	00100	U		Y	Y		N	
Discrepancy Codes:														
S = Selected producers							N = No Discrepancy							
R = Required spot check producers							Y = Reported Discrepancy							
E = Crop Will Not Be Spot Checked														

\*--Note: See the example for using the "E" discrepancy code in the last bullet of subparagraph 130 A.--\*

**\*--137 2001/2002 CDP Spot Check Register (Continued)**

**B 2001/2002 CDP Spot Check Register Definitions**

The following table explains the abbreviations used on the 2001/2002 CDP Spot Check Register.

<b>Abbreviation</b>	<b>Explanation</b>
Prod ID	Last 4 digits of producer ID.
Loc St	Location State of the unit.
Loc Cty	Location county of the unit.
Cov	Coverage level of the unit.
PP	The unit has prevented planting.
VL	The unit has value loss.
CMD16	The insured unit data was loaded using ACmd16@.
QL	The unit had a quality loss.
Disc	Discrepancy value.
MM	The unit has multiple market crop.

--\*

**\*--138 Transmitting Spot Check Data****A Overview**

The findings of all random and required spot check records are transmitted to Kansas City and are used to populate a database. This database uses a web-based application that provides summaries and query capabilities.

**B County Office Action**

Spot check findings must be recorded using procedures in paragraph 136.

The spot check record is not completed until a value is entered in the discrepancy field. This value is either a:

- X AN@ - no discrepancy
- X AY@ - discrepancy
- X AE@ - exempt.

County Offices that were required to complete spot checks must transmit the files by selecting Menu MHADS0, option 4. These records can be transmitted as often as necessary.

**C Intranet Application**

The Intranet application and instructions for viewing spot check summaries are located at <http://intra4.fsa.usda.gov/edso/>. This page provides a map to select a State and view the records.

The website will provide:

- X State level summaries of:
  - X completion progress of random and selected records
  - X selection criteria
  - X discrepancy information
- X the ability to:
  - X query spot check records
  - X view individual spot check records.

Any State or County Office can view the records.--\*

**139-164 (Reserved)**



**\*--Part 11 County Office Operations Software**

**Section 1 CDP Crop Table**

165-167 (Reserved)

**168 CDP Applications Needing Updates Because of Crop Table Changes**

**A CDP Crop Table Report**

CDP Application Needing Update Due to Crop Table Changes Report MHAD03-R001 will print a list of producers with CDP applications associated with a crop table record with a change to 1 or more of the following fields:

- county average yield
- pay crop
- pay type
- unit of measure
- calculated price
- unharvested payment factor.

**Note:** Report MHAD03-R001:

- will only print during start-of-day processing on the day the crop table is downloaded
- cannot be reprinted.

**B Report Instructions**

This table lists the information that will display on Report MHAD03-R001 when a change is made to the CDP crop table.

<b>IF changes in the crop table for a crop...</b>	<b>THEN County Offices shall...</b>
county average yield, pay crop, or pay type	access each application and PRESS "Cmd5" on Load Acres/Production Screen MHADIH01 or MHADWH01.
unit of measure	access each application, convert any production amounts to the corrected unit of measure, and PRESS "Cmd5" on Screen MHADIH01 or MHADWH01 to update the applications.
calculated price and unharvested payment factor	rerun the CDP payment and overpayment process to determine whether the crop table change caused an overpayment or underpayment to occur for producers reporting a loss for the applicable crop.

--\*

**\*--168 CDP Applications Needing Updates Because of Crop Table Changes (Continued)**

**C Example of Report MHAD03-R001**

Following is an example of Report MHAD03-R001.

State		U.S. Department of Agriculture						Prepared: mm/dd/ccyy		
County		Farm Service Agency								
Report ID: MHAD03-R001		CDP Application Needing Update Due to Crop Table Changes						Page : ##		
The following Applications may need to be updated using the Msg Code field based on corresponding message below:										
1) access application and press CMD5 on "Load Acres/Production Screen"; application will be updated to correct any change in the county average yield, pay crop, or pay type										
2) access application, convert any production amounts to corrected unit of measure and press CMD5 on "Load Acres/Production Screen"										
3) re-run 2000 CDP payments to determine if the changes caused an over or under payment to occur for producers reporting a loss for the applicable crop										
Producer ID	State	County	Unit	Crop	Crop Type	Planting Period	Intended Use	Unit Of Measure	Coverage Level	Msg Code
123456789 S	51	147	00401	0011	SRW	01	GR	BU	U	2

--\*

**\*--169 Deleted Crop Table Records**

**A Overview**

The Intranet web-based process for updating crop table records for 2001 and 2002 CDP will allow for deleting crop table records.

A process will delete worksheet records that have been loaded in the system if the crop table record is deleted. This process will occur automatically during start-of-day when the crop table download is received. CDP Crop Table Delete Report MHAD04-R001 will be generated that will identify the crop table record and the worksheet records that were deleted.

**Note:** If no worksheet records have been loaded that correspond to the deleted crop table record, only the crop table record that was deleted will be printed on Report MHAD04-R001.

**B COC Action**

COC:

- shall review Report MHAD04-R001 to identify the worksheet records that were deleted
- may want to keep Report MHAD04-R001 for future reference.

**C Example of Report MHAD04-R001**

Following is an example of Report MHAD04-R001.

JINA (CCAPL)		U.S. Department of Agriculture Farm Service Agency				Prepared: 12/05/2000	
Report ID: MHAD04-R001		CDP Crop Table Delete Report				Page: 1	
The following Crops and Worksheets (if any were loaded) have been deleted from the Crop and Worksheet Files.							
<u>CROP TABLE RECORDS</u>							
Location St/Cty	Crop	Type	Plnt Per	Prac	Int Use	RMA Crop	RMA Type
18/111	7505	PUS	01	N			
18/111	7505	PUS	01	N			
18/111	7505	PUS	01	N			
18/111	7505	PUS	01	N			
18/111	7505	PUS	01	N			
18/111	7505	PUS	01	N			
36/053	0047	CRA	01	N	FH		
36/053	0047	CRA	01	N	FH		
36/053	0047	CRA	01	N	FH		
36/053	0047	CRA	01	N	FH		
36/053	0047	CRA	01	N	FH		
48/325	0011	SRW	01	N	GR		
<u>PRODUCER WORKSHEETS FOR ABOVE CROP</u>							
ID Number/Type:		389013297 S		Unit:		00100	
ID Number/Type:		389013297 S		Unit:		00200	
ID Number/Type:		450808550 S		Unit:		00200	
48/029	0078	OTH	01	I	SD		
48/029	0078	OTH	01	N	SD		
48/399	0078	OTH	01	I	SD		

--\*

170-177 (Reserved)



Section 2 Noninsurable and Uninsured Losses

178 Accessing Disaster Software

A Accessing Software

From Menu FAX250, access CDP software for crop losses according to the following table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/DCP/Compliance", and PRESS "Enter".
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".
5	MH0000	*--ENTER "1", "2001/2002 CDP", and PRESS "Enter".
6	MHA0YR	Select the applicable FY for processing and PRESS "Enter". Crop Disaster Program Main Menu MHAD00 will be displayed.

B Example of Menu MHAD00

Following is an example of Menu MHAD00.

```

COMMAND                                MENU:  MHAD00                                F5
2001/2002 CDP
-----
      1. Notice of Loss/Production Application
      2. Reports

      4. Record Gross Revenue Ineligible Members

     21. Return to Application Selection Menu
     23. Return to Primary Selection Menu
     24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
    
```

--\*

178 Accessing Disaster Software (Continued)

**C Options on Menu MHAD00**

The following table lists the options that are available on Menu MHAD00.

<b>Action</b>	<b>Result</b>	<b>Option Is Used For</b>
ENTER "1", "Notice of Loss/Production Application", and PRESS "Enter".	Notice of Loss/Production Application Selection Menu MHADW0 will be displayed. See paragraph 180.	Entering loss data for: <ul style="list-style-type: none"> <li>• noninsurable and uninsured losses</li> <li>• insured losses.</li> </ul> Entering enrollment, approval, and disapproval dates.  Loading additional quality loss data.
ENTER "2", "Reports", and PRESS "Enter".	Crop Disaster Program Reports Menu MHADRM will be displayed. See Section 6.	Printing the following: <ul style="list-style-type: none"> <li>• crop loss disaster crop table</li> <li>• reconciliation report</li> <li>• CDP RMA download reports</li> <li>• blank CCC-564</li> <li>• producer CCC-564's</li> <li>• CDP RMA Deleted Download Reports</li> <li>• CDP Production Discrepancy Reports.</li> </ul>
***	***	***
ENTER "4", "Record Gross Revenue Ineligible Members", and PRESS "Enter".	Joint Operation Selection Screen MHADN501 will be displayed.	Loading members of joint operations that exceed gross revenue provisions.

**D Manual Applications**

County Offices shall not take manual applications unless:

- the automated system is down
- County Office has not received a specific crop record on the crop table
- Producer Outreach Activities are being administered
- County Office has not received a crop table for a contiguous or noncontiguous county.

**Note:** Contiguous county crop tables will only be used in instances where insured applications are loaded using "Cmd16". All other applications will be entered using the administrative county crop table.

**\*--179 Producer Selection Screen****A Selecting Producer**

Access to the disaster software screens requires entry of 1 of the following on the Producer Selection Screen:

- producer's ID number and type
- last 4 digits of producer's ID
- producer's last name.

```

2001 CDP                147-PRINCE EDWARD                Selection
Producer Selection Screen      Version: AA01 02/05/1999 15:03 Term BA
-----
                                Enter Producer ID Number:          and Type:
                                  or
                                Last Four Digits of ID: 7384
                                  or
                                Last Name:
                                (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd7=End

```

**B Producer Not Active on Name and Address File**

If the selected producer is not active on the name and address file, the County Office shall, after ensuring that the producer is filing a claim in the correct County Office, add the producer to the name and address file according to 1-CM.

**C Producer Not Active on a 2001/2002 Farm**

If the selected producer is not active on the applicable year farm in the farm producer file, the County Office shall, after ensuring that the producer is filing a claim in the correct County Office, add the producer's farm according to 3-CM.

**Note:** 2001 farms cannot be created in the automated system after October 2003.--\*

**\*--180 Processing CCC-564's**

**A Accessing CCC-564**

Notice of Loss/Production Application Selection Menu MHADW0 will be displayed when option 1, "Notice of Loss/Production Application", is selected on Menu MHAD00 according to paragraph 178.

Following is an example of Menu MHADW0.

```

COMMAND                                MENU: MHADW0                                F5
Notice of Loss/Production Application Selection Menu
-----
1. Noninsurable/Uninsured Losses
2. Insured Losses
3. Update Enrollment/Approval Dates
4. Quality Losses

20. Return to Application Primary Menu
21. Return to Application Selection Menu
23. Return to Primary Selection Screen
24. Sign Off

Cmd3=Previous Menu                                *=Option currently not available.

Enter option and press "Enter".
    
```

**B Options on Menu MHADW0**

The following table lists the options that are available on Menu MHADW0.

Action	Result	Option Is Used For
ENTER "1", "Noninsurable/Uninsured Losses", and PRESS "Enter".	Unit Selection Screen MHADWC01 will be displayed.	Recording crop loss data for noninsurable and uninsured crops.
ENTER "2", "Insured Losses", and PRESS "Enter".	Unit Selection Screen MHADIC01 will be displayed.	Recording crop loss data for producers from insured crops. This is from RMA-provided data.
ENTER "3", "Update Enrollment/Approval Dates", and PRESS "Enter".	Enrollment/Approval Screen MHADAC01 will be displayed.	Updating enrollment/approval/disapproval dates.
ENTER "4", "Quality Losses", and PRESS "Enter".	Worksheet Selection Screen MHADLC01 will be displayed.	Loading additional quality data.

--\*

**\*--181 Noninsurable and Uninsured CCC-564**

**A Action**

To process CCC-564's for noninsurable and uninsured crops, select option 1, "Noninsurable/Uninsured Losses", on Menu MHADW0 according to paragraph 180. The Producer Selection Screen will be displayed according to paragraph 179.

**Note:** If units have not been established for the selected producer, the message, "No Units found - must be added through Unit Maintenance", will be displayed. The unit relationship, according to 1-NAP, must be established before proceeding.--\*

**\*--182 Unit Selection Screen MHADWC01**

**A Screen MHADWC01**

If the selected producer has multiple units, Screen MHADWC01 will be displayed. Screen MHADWC01 shows the units associated with the selected producer. If other producers share in the unit, up to 3 producers' names will be displayed in the "Other Producer" field to identify the unit. If there are more than 3 other producers sharing in the unit, the message, "more producers", will be displayed.

Following is an example of Screen MHADWC01.

```

2001 CDP                107-A TULARE                MHADWC01
Unit Selection Screen    Version: AE72  06/07/2003 11:27 Term F6
-----
Producer JOE VARGAS

          Place an 'X' before desired Unit for crop selection

Unit   Other Producer
266   JOE VARGAS
      ALBERT HODSON & SONS
527   RAY VARGAS
      JOE VARGAS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

**B Action**

Select the unit by placing "X" in front of the applicable record and pressing "Enter" to continue. Either of the following screens will be displayed:

- NAP Loss Selection Screen MHADWN01 if the selected producer/unit has NAP applications for payment on file for the applicable year for an eligible CDP crop
- Crop Selection Screen MHADWD01 if the selected producer/unit does not have any NAP applications for payment on file.--\*

**\*--183 NAP Loss Selection Screen MHADWN01**

**A Screen MHADWN01**

Screen MHADWN01 will be displayed if the selected producer/unit has a NAP application for payment on file for a crop that is eligible for CDP. County Offices shall select the applicable crop from Screen MHADWN01 and the acreage and production data loaded on the NAP application for payment will be prefilled on Load Acres/Production Screen MHADWH01.

Following is an example of Screen MHADWN01.

```

2001 CDP          107-A TULARE          MHADWN01
NAP Loss Selection Screen          Version: AE72 06/07/2003 11:34 Term F5
-----
Producer JOE VARGAS                      Unit      266

          Place an 'X' before desired NAP loss for processing

          Crop                               Plnt  Int  Irr
          Type  Pd  Use  Prac
ALFALFA          01  FG   I
ALMONDS          01             I
APPLES          COM 01  FH   I
APPLES          COM 01  PR   I

Enter=Continue  Cmd2=Select From Crop Table  Cmd4=Previous  Cmd7=End
    
```

**B Action**

Select the applicable NAP loss by placing "X" in front of the applicable record and pressing "Enter" to continue. Screen MHADWH01 will be displayed.

"Cmd2" shall be used if additional crops need to be loaded and are not on the NAP application for payment file. Crop Selection Screen MHADWD01 will be displayed.

**Note:** If the crop is displayed on Screen MHADWN01, the crop must be selected from Screen MHADWN01.--\*

**\*--184 Crop Selection Screen MHADWD01**

**A Example of Screen MHADWD01**

Following is an example of Screen MHADWD01.

```

2001 CDP          107-A TULARE          MHADWD01
Crop Selection Screen          Version: AE72  06/07/2003 11:46 Term F6
-----
Producer JOE VARGAS          Unit      266

          Place an 'X' before desired crop for processing

Crop          Crop
ALFALFA          CARROTS
APPLES          CAULIFLOWER
ASPARAGUS      CROWNS          CELERY
BARLEY          CHRISTMAS TREES
BEANS          CORN
BEETS          COTTON
BROCCOLI          CRUSTACEAN
CABBAGE          CUCUMBERS
CANOLA          FINFISH
CANTALOUPEs     FLOWERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Page
    
```

**B Action**

Select the crop the producer is requesting CDP benefits for by placing "X" in front of the applicable crop record. Only 1 crop can be selected at a time. PRESS "Enter" to continue. Crop Type Selection Screen MHADWE01 will be displayed.

**Notes:** If the crop selected does not have multiple types, Screen MHADWE01 will be suppressed and the type will default to blank or the only type on the CDP Crop Table File. See paragraph 185.

If a value loss crop was selected on Screen MHADWD01, see paragraph 191.--\*

**\*--185 Crop Type Selection Screen MHADWE01**

**A Screen MHADWE01**

Screen MHADWE01 will be displayed with all crop types for the selected crop. The crop types are pulled from the CDP Crop Table File. The planting period for each crop type will also be displayed.

**Note:** If the crop selected does not have multiple types, Screen MHADWE01 will be suppressed. Either of the following screens will be displayed:

- Crop Intended Use Selection Screen MHADWF01 if the crop selected has multiple intended uses
- Insurance Questions Screen MHADWF1A.

Following is an example of Screen MHADWE01.

```

2001 CDP                107-A TULARE                Selection    MHADWE01
Crop Type Selection Screen          Version: AE72  06/07/2003 12:00 Term F5
-----
Producer JOE VARGAS                Unit    266
Crop SQASH

          Place an 'X' before desired crop type for processing

          Crop Plnt
          Type Pd
          ACN  01
          BTT  01
          CHY  01
          CRK  01
          SUM  01
          ZUC  01

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

**B Action**

Select the crop type by placing "X" in front of the crop type and pressing "Enter" to continue. Only 1 crop type can be selected at a time. Screen MHADWF01 will be displayed.

**Note:** If the crop selected does not have multiple intended uses, Screen MHADWF01 will be suppressed and the intended use will default to the only use on the CDP Crop Table File. See paragraph 186.--\*

**\*--186 Crop Intended Use Selection Screen MHADWF01**

**A Screen MHADWF01**

Screen MHADWF01 will be displayed with all crop type intended uses for the selected crop. The crop type intended uses are pulled from the CDP Crop Table File. The pay crop and pay type codes will also be displayed.

**Note:** If the crop selected does not have multiple intended uses, Screen MHADWF01 will be suppressed. Insurance Questions Screen MHADWF1A will be displayed.

Following is an example of Screen MHADWF01.

```

2001 CDP          107-A TULARE          Selection    MHADWF01
Crop Intended Use Selection Screen      Version: AE72  06/07/2003 12:04 Term F6
-----
Producer JOE VARGAS                      Unit    266
Crop SQASH  Type ZUC  Plnt Pd 01

      Place an 'X' before desired intended use for processing

                Int  Irr  Pay  Pay
                Use  Prac Crop  Type
                FH   I   SQASH 002
                FH   N   SQASH 002

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

**B Action**

Select the crop intended use by placing "X" in front of the intended use and pressing "Enter" to continue. Only 1 intended use can be selected at a time. Screen MHADWF1A will be displayed.

**Note:** 2001 peanuts have special provisions. Instead of selecting the intended use of "NP" for peanuts, users will see intended uses of "NQ" and "NA". 2001 quota peanut data will be loaded when the intended use of "NQ" is selected, and additional peanut data will be loaded when the intended use of "NA" is selected.--\*

**\*--187 Insurance Questions Screen MHADWF1A**

**A Screen MHADWF1A**

Use Screen MHADWF1A to determine whether a producer should be paid at the uninsured or noninsurable level. The question that is asked is, "Was this crop insurable?". Software defaults to "Y" or "N" based on the insurable crop list provided by RMA and downloaded to County Offices through the CDP Crop Table File. The flags should be defaulted or changed according to the following. For crops in the county that are:

- insurable, but the producer did not purchase crop insurance, the flag should be set to "Y"

**Note:** This will result in the producer being paid at the 45 percent level.

- noninsurable, the flag should be set to "N"

**Note:** This will result in the producer being paid at the 50 percent level.

- insurable, but the producer's land is not insurable, the flag should be set to "N".

**Note:** This will result in the producer being paid at the 50 percent level.

```

2001 CDP                107-A TULARE                Selection    MHADWF01
Crop Intended Use Selection Screen    Version: AE72 06/07/2003 12:04 Term F6
-----
Producer JOE VARGAS                                Unit    266
Crop SQASH Type ZUC Plnt Pd 01

Insurance Questions Screen                                MHADWF1A

Was this crop insurable? N (Y/N)

Enter=Continue  Cmd4=Previous Screen

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

**B Action**

Ensure that the "Was this crop insurable?" flag has been defaulted correctly according to subparagraph A and PRESS "Enter" to continue. Load Acres/Production Screen MHADWH01 will be displayed.--\*

**\*--188 Load Acres/Production Screen MHADWH01**

**A Screen MHADWH01**

Screen MHADWH01 is a data entry screen that will be used to determine a producer's loss.

```

2001 CDP          107-A TULARE          Entry      MHADWH01
Load Acres/Production Screen          Version: AE72 06/07/2003 12:10 Term F6
-----
Producer JOE VARGAS          Share          Unit 266
Crop SQASH Type ZUC Plnt Pd 01 Int Use FH Irr Prac I Coverage Noninsurable

Stage  Acres          Actual  Adjusted or Assigned
Irrigated          Production  Production Flag
(CWT)              (CWT) (O or A)

H
UH
PP

Yield 90.00 (CWT) Unharvested Payment Factor 0.3500 %

Producer          Producer          County Established  County Established
Salvage Value  Marketing Percentage  Salvage Value  Marketing Percentage

$              %              $              %

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
    
```

**B Field Descriptions**

The following table describes the fields on Screen MHADWH01.

**Note:** For crops selected from NAP Loss Selection Screen MHADWN01, the data on Screen MHADWH01 will be prefilled with the data that was loaded on the NAP application for payment file.

Field	Description	Action
Producer	Producer who was selected on the Producer Selection Screen will be displayed.	
Unit	Unit number that was selected on Unit Selection Screen MHADWC01 will be displayed.	
Crop	Crop that was selected on Crop Selection Screen MHADWD01 will be displayed.	
Type	Crop type that was selected on Crop Type Selection Screen MHADWE01 will be displayed.	

--\*

\*--188 Load Acres/Production Screen MHADWH01 (Continued)

**B Field Descriptions (Continued)**

Field	Description	Action
Plnt Pd	Planting period associated with the crop type that was selected on Crop Type Selection Screen MHADWE01 will be displayed.	
Int Use	Intended use that was selected on Crop Intended Use Selection Screen MHADWF01 will be displayed.	
"Insurance" Status	"Noninsurable" or "uninsured" will be displayed based on how the question was answered on Insurance Questions Screen MHADWF1A.	
Share	Manual entry field or prefilled if crop was selected from Screen MHADWN01.	<p>If the crop was selected from Screen MHADWN01, the share will be prefilled with the share used on the NAP application for payment file.</p> <p>For crops not selected from Screen MHADWN01, enter the producer's share for the unit selected.</p> <p><b>Note:</b> If the producer has multiple shares for the same unit, enter each share separately.</p>
Stage	Harvested, unharvested, and prevented stages will be displayed.	

--\*

\*--188 Load Acres/Production Screen MHADWH01 (Continued)

**B Field Descriptions (Continued)**

Field	Description	Action	
<p>Acres</p>	<p>Manual entry field, by stage, for irrigated, nonirrigated, and prevented planted acres <b>for the unit.</b></p> <p>This field will be prefilled with the data from the NAP application for payment file if the crop was selected from Screen MHADWN01.</p>	<b>IF for...</b>	<b>THEN...</b>
		yield-based crops	enter the acres associated with the type/variety and practice by stage. See Part 4 for determining acres.
		peanuts	enter the adjusted acres as determined on CCC-441E. This applies to 2001 only. For 2002, peanuts are treated the same as all other yield-based crops.
		maple sap	enter the total number of taps.
		honey	enter the total number of colonies.
crop selected from Screen MHADWN01	the acres will be prefilled with the acres entered on the NAP application for payment file.		
<p>Production</p>	<p>Manual entry field for production of harvested and unharvested acres.</p> <p><b>Note:</b> Actual production must be used if the producer is requesting additional quality benefits.</p> <p>This field will be prefilled with the data from the NAP application for payment file if the crop was selected from Screen MHADWN01.</p>	<p>The production will be prefilled with the production entered on the NAP application for payment file if the crop is selected from Screen MHADWN01.</p> <p>Enter the actual, appraised, or certified production for the unit (not by producer share) by harvested and unharvested acres. If the "Harvested Acre" field is greater than zero, an entry greater than zero is required in the "Production" field.</p> <p><b>Exception:</b> For 2001 peanut crops or crops with an intended use of fresh or processed, an entry of zero or greater is required.</p>	

--\*

\*--188 Load Acres/Production Screen MHADWH01 (Continued)

**B Field Descriptions (Continued)**

Field	Description	Action
Adjusted or Assigned Production	<p>Manual entry field for adjustments made by COC.</p> <p>This field will be prefilled with the data from the NAP application for payment file if the crop was selected from Screen MHADWN01.</p>	<p>The adjusted or assigned production, if applicable, will be prefilled with the adjusted or assigned production entered on the NAP application for payment file if the crop is selected from Screen MHADWN01.</p> <p>Enter COC-adjusted or -assigned production, as applicable, according to Part 6.</p>
Adjusted or Assigned Flag ("O" or "A")	<p>Manual entry field identifying the type of adjustment made by COC.</p> <p>This field will be prefilled with the data from the NAP application for payment file if the crop was selected from Screen MHADWN01.</p>	<p>The adjusted or assigned flag, if applicable, will be prefilled with the adjusted or assigned flag entered on the NAP application for payment file if the crop is selected from Screen MHADWN01.</p> <p>Enter an:</p> <ul style="list-style-type: none"> <li>• "A" flag if the assigned production is to be added to actual production according to paragraph 60</li> <li>• "O" flag if the assigned production is to override the production certified by the producer or adjusted for quality according to paragraph 60.</li> </ul>
Unharvested Payment Factor	<p>The unharvested payment factor from the crop table.</p>	<p>Adjust the payment factor, if applicable, according to paragraph 61. The factor can only be adjusted downward.</p>
Yield	<p>The higher of the producer's approved yield or the county average yield will be displayed.</p> <p><b>Note:</b> If the selected producer does not have a NAP application for payment on file, the County Office must manually determine the higher of the 2 yields and ensure that the higher yield is being used. Uninsured crops always receive the county average yield.</p>	<p>If applicable, COC can adjust the yield. See paragraphs 64 and 104.</p> <p>For crops selected from Screen MHADWN01, the higher of the producer's APH or county average yield will be used. If the crop is not selected from Screen MHADWN01, the county average yield will be displayed and the County Office must determine whether the correct yield was used.</p>

--\*

\*--188 Load Acres/Production Screen MHADWH01 (Continued)

**B Field Descriptions (Continued)**

<b>Field</b>	<b>Description</b>	<b>Action</b>
Producer Salvage Value	<p>Manual entry field identifying the crop's salvage value.</p> <p>This field will be prefilled with the data from the NAP application for payment file if the crop was selected from Screen MHADWN01.</p>	<p>The producer salvage value, if applicable, will be prefilled with the producer salvage value entered on the NAP application for payment file if the crop is selected from Screen MHADWN01.</p> <p>Enter the full dollar amount as described in paragraph 52.</p>
Producer Marketing Percentage	<p>Manual entry field for crops that are marketed as fresh, processed, and juice.</p> <p>This field will be suppressed if the crop's intended use is something other than fresh, processed, or juice.</p>	<p>Enter the producer's historical record of marketing as a percentage by use. This is a required entry if the intended use is fresh, processed, or juice. An entry of zero or greater is required.</p> <p>Ensure that an automated application is completed for fresh, processed, and juice intended uses, if applicable.</p>
County Established Salvage Value	<p>Manual entry field.</p> <p>This field will be prefilled with the data from the NAP application for payment file if the crop was selected from Screen MHADWN01.</p>	<p>The county-established salvage value, if applicable, will be prefilled with the county-established salvage value entered on the NAP application for payment file if the crop is selected from Screen MHADWN01.</p> <p>Enter the value, as determined by COC, if the producer did not provide documentation of the actual dollar value received for crops sold for which an established market is not available according to paragraph 52.</p>
County Established Marketing Percentage	<p>Manual entry field for COC adjustment.</p> <p>This field will be suppressed if the crop's intended use is something other than fresh, processed, or juice.</p>	<p>Enter the COC-established normal marketing percentages for the county, if the producer did not provide historical marketings or only certified their normal marketings.</p>

**C Action**

Enter data according to subparagraph B. PRESS:

- "Cmd5" to update the record
- "Cmd24" to delete a record that has been previously updated.

Record More Data Questions Screen MHADWH1A will be displayed.--\*

\*--189 Record More Data Questions Screen MHADWH1A

A Overview

Screen MHADWH1A has been designed as a tool for entering additional data for the selected producer. The software process requires that each crop, crop type, and intended use be loaded separately to ensure that accurate records are created. Users shall ensure that all applications are completed according to program policy, such as all crops with the same pay crop and pay type being grouped together to determine a producer's loss.

**Example:** Producer A has unit 1 and grows Hard Amber Durum Wheat with intended uses of grain (GR) and seed (SD). Both crops have been assigned the pay type of "011", which means that both crops have been grouped together for loss eligibility and payment purposes. Producer A had a complete loss on Hard Amber Durum for SD, but did yield a normal return on Hard Amber Durum for GR. Producer A wants to apply for disaster benefits for Hard Amber Durum for SD. Both crops, Hard Amber Durum for SD and Hard Amber Durum for GR, must be loaded in the system since the total unit production of both crops is used for loss eligibility purposes.

B Example of Screen MHADWH1A

Following is an example of Screen MHADWH1A.

```

2001 CDP          107-A TULARE          Entry          MHADWH01
Load Acres/Production Screen          Version: AE72 06/07/2003 12:28 Term F6
-----
Producer JOE VARGAS                      Share 1.0000          Unit 266
Crop SQASH  Type ZUC  Plnt Pd 01  Int Use FH  Irr Prac I  Coverage Noninsurable

Stage
H          (Y/N)
UH         share for this crop/type/use/practice?...  N
PP         intended use/practice for this crop/type?  N
           type/planting period for this crop?.....  N
           crop for this unit?.....                 N
           NAP loss for this producer/unit.....      N
Pro        unit for this producer?.....             N
Salva
$          Enter=Continue  Cmd4=Previous Screen
           IM: Previous share data has been recorded.
Cmd4=Pr

```

--\*

\*--189 Record More Data Questions Screen MHADWH1A (Continued)

**C Question Description**

The following table provides an explanation of Screen MHADWH1A. Only 1 question at a time may be answered with "Y".

<b>Do you want to record data on another...</b>	<b>IF "Y" is selected and...</b>	<b>THEN use this option if...</b>
share for this crop/type/use/practice?	Load Acres/ Production Screen MHADWH01 will be displayed	the producer has multiple shares for the same crop/type/use for this unit.  <b>Example:</b> Producers A and B share on 2 farms that make up unit 1. Hard Amber Durum Wheat for grain is grown on both farms. The producers share 50/50 on the first farm and 75/25 on the second farm. Since shares are different on the farms, Screen MHADWH01 needs to be completed for each share for the unit.
intended use/practice for this crop/type?	Crop Intended Use Selection Screen MHADWF01 will be displayed	several uses need to be recorded for this crop type.
type/planting period for this crop?	Crop Type Selection Screen MHADWE01 will be displayed	several types or planting numbers need to be recorded for this crop.

--\*

**\*--189 Record More Data Questions Screen MHADWH1A (Continued)**

**C Question Description (Continued)**

<b>Do you want to record data on another...</b>	<b>IF "Y" is selected and...</b>	<b>THEN use this option if...</b>
crop for this unit?	Crop Selection Screen MHADWD01 will be displayed	the producer is applying for benefits on several crops.  <b>Note:</b> As a new crop is selected, CCC-564, for the previous crop data that was entered, will print.
NAP loss for this producer/unit?	NAP Loss Selection Screen MHADWN01 will be displayed	the producer has other crops to be loaded from Screen MHADWN01.  <b>Note:</b> CCC-564 will print.
unit for this producer?	Unit Selection Screen MHADWC01 will be displayed	the producer has multiple units.  <b>Note:</b> As a new unit is selected, CCC-564, for the previous crop data that was entered, will print.

**D Action**

Complete all applications according to subparagraph C. Record Enrollment Date Screen MHADWH1B will be displayed according to paragraph 190.--\*

**\*--190 Record Enrollment Date Screen MHADWH1B**

**A Overview**

Screen MHADWH1B will be displayed when the producer's noninsurable/uninsured loss records are updated. The producer's enrollment date can be entered on Screen MHADWH1B or by accessing option 3, "Update Enrollment/Approval Dates", on Menu MHADW0.

**B Example of Screen MHADWH1B**

Following is an example of Screen MHADWH1B.

```

2001 CDP          107-A TULARE          Entry      MHADWH01
Load Acres/Production Screen          Version: AE72 06/07/2003 12:28 Term F6
-----
Producer JOE VARGAS                      Share 1.0000          Unit 266
Crop SQASH Type ZUC Plnt Pd 01 Int Use FH Irr Prac I Coverage Noninsurable

Record Enrollment Date Screen          MHADWH1B

Stage
H
UH
PP          Enrollment Date: 00 / 00 / 0000 ( MM/DD/CCYY )

Pro
Salva
$          Enter=Continue  Cmd4=Previous Screen  Cmd5=Update

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
    
```

**C Action**

PRESS:

- "Enter" to continue **without entering or updating an enrollment date**
- "Cmd4" to return to Screen MHADWH1A
- "Cmd5" to update the enrollment date.

**Note:** "Cmd5" must be pressed to update the enrollment date. Pressing "Enter" will advance to Printer Selection Screen MHADPS01. No dates will be updated.

Screen MHADPS01 will be displayed and CCC-564 will print.

**Note:** CCC-564 shall be printed on a laser printer because of form design.--\*

\*--191 Value Loss Screen MHADWG01

A Overview

Screen MHADWG01 is used to determine the total loss for a crop that is dollar rather than yield based.

If a crop identified as a value loss crop was selected on Screen MHADWD01:

- Screen MHADWE01 will be displayed according to paragraph 185
- Screen MHADWF01 will be displayed according to paragraph 186
- Screen MHADWF1A will be displayed according to paragraph 187
- Screen MHADWG01 will be displayed after the insurance question is answered.

B Example of Screen MHADWG01

Following is an example of Screen MHADWG01.

```

2001 CDP          107-A TULARE          Entry          MHADWG01
Value Loss Screen          Version: AE72 06/07/2003 12:39 Term F5
-----
Producer JOE VARGAS          Share          Unit 266
Crop FINFH Type BIG Int Use PR          Coverage Noninsurable

Field Market          Dollar Value of          Dollar Value of
Value A          Inventory After Disaster Ineligible Causes

$          $          $

Unharvested Payment Factor 0.7800 %

Producer          County Established
Salvage Value          Salvage Value

$          $

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete

```

--\*

\*--191 Value Loss Screen MHADWG01 (Continued)

**C Field Descriptions**

The following table describes the fields on Screen MHADWG01.

**Note:** For crops selected from NAP Loss Selection Screen MHADWN01, the data on Screen MHADWG01 will be prefilled with the data that was loaded on the NAP application for payment file.

Field	Description	Action
Producer	Producer who was selected on the Producer Selection Screen will be displayed.	
Unit	Unit number that was selected on Unit Selection Screen MHADWC01 will be displayed.	
Crop	Crop that was selected on Crop Selection Screen MHADWD01 will be displayed.	
Type	Crop type that was selected on Crop Type Selection Screen MHADWE01 will be displayed.	
Int Use	Intended use that was selected on Crop Intended Use Selection Screen MHADWF01 will be displayed.	
"Insurance" Status	"Noninsurable" or "uninsured" will be displayed based on how the question was answered on Insurance Questions Screen MHADWF1A.	
Share	Manual entry field or prefilled if crop was selected from Screen MHADWN01.	<p>If the crop was selected from Screen MHADWN01, the share will be prefilled with the share used on the NAP application for payment file.</p> <p>Enter the producer's share for the unit selected.</p> <p><b>Note:</b> If the producer has multiple shares for the same unit, enter each share separately.</p>

--\*

\*--191 Value Loss Screen MHADWG01 (Continued)

**C Field Descriptions (Continued)**

Field	Description	Action
Field Market Value A	<p>Manual entry field.</p> <p>This field will be prefilled if the crop was selected from Screen MHADWN01.</p>	<p>If the crop was selected from Screen MHADWN01, Field Market Value A will be prefilled with the Field Market Value A used on the NAP application for payment file.</p> <p>Enter the Field Market Value A as determined according to Part 8 for value loss crops.</p>
Dollar Value of Inventory After Disaster	<p>Manual entry field.</p> <p>This field will be prefilled if the crop was selected from Screen MHADWN01.</p>	<p>If the crop was selected from Screen MHADWN01, dollar value of inventory after disaster will be prefilled with the dollar value of inventory after disaster used on the NAP application for payment file.</p> <p>Enter the dollar value after disaster. Determine the dollar value according to Part 8. Follow the same instructions provided in calculating Field Market Value A to determine value.</p>
Dollar Value of Ineligible Causes	<p>Manual entry field.</p> <p>This field will be prefilled if the crop was selected from Screen MHADWN01.</p>	<p>If the crop was selected from Screen MHADWN01, dollar value of ineligible causes will be prefilled with the dollar value of ineligible causes used on the NAP application for payment file.</p> <p>Enter the dollar value for losses stemming from ineligible cause of loss.</p>

--\*

\*--191 Value Loss Screen MHADWG01 (Continued)

**C Field Descriptions (Continued)**

<b>Field</b>	<b>Description</b>	<b>Action</b>
Unharvested Payment Factor	The unharvested payment factor from the crop table.	Adjust the payment factor, if applicable, according to paragraph 61. The factor can only be adjusted downward.
Salvage Value	Manual entry field.	Enter the appropriate dollar amount as described in paragraph 52.
County Established Salvage Value	Manual entry field.	Enter the value, as determined by COC, if the producer did not provide documentation of the actual dollar value received for crops sold for which an established market is not available according to paragraph 52.

**D Action**

Enter data according to subparagraph C. PRESS:

- "Cmd5" to update the record
- "Cmd24" to delete a record that has been previously updated.

Screen MHADWH1A will be displayed. See paragraph 189.--\*

**192-199 (Reserved)**

**\*--Section 3 Insured Crop Losses****200 Insured CCC-564****A Action**

To process applications for insured crops, select option 2, "Insured Losses", on Notice of Loss/Production Application Selection Menu MHADW0 according to paragraph 180.

The CDP RMA File is used to prefill data on CCC-564 to provide automated support to the CDP application process. County Offices shall refer to the CDP RMA Producer Report, according to paragraph 227, when inputting data into the system for insured crops, if additional data must be entered into CCC-564.

After selecting option 2 on Menu MHADW0, the Producer Selection Screen will be displayed according to paragraph 179.

**B RMA Downloaded Data**

County Offices shall take the following items into consideration when working with the CDP RMA Download Report:

- producers' records are downloaded to the County Office where the land is physically located
- a single unit could have multiple acreage records
- a single unit may have multiple acreage records for the unit, but only 1 loss record will be provided

**Note:** The loss record will always be attached to the last acreage record.

- when accessing Load Acres/Production Screen MHADIH01, the data from the first acreage record is prefilled on Screen MHADIH01
- once an insured record is accessed, even if the accessed record is not updated, the software will **never** read the download file again; therefore, if subsequent changes are made by RMA and downloaded, County Offices must manually update the application.

**Note:** This may require the producer to sign a new CCC-564.--\*

**\*--201 Unit Selection Screen MHADIC01**

**A Overview**

If the selected producer has multiple units or subunits on the CDP RMA Download Report, Screen MHADIC01 will be displayed with units and subunits associated with the selected producer.

**Note:** If the selected producer has only 1 unit or subunit, Screen MHADIC01 will be suppressed and Crop Selection Screen MHADIM01 will be displayed. See paragraph 202.

Following is an example of Screen MHADIC01.

```

2001 CDP          107-A TULARE          Selection    MHADIC01
Unit Selection Screen          Version: AE72  06/08/2003 09:22 Term F5
-----
Producer WILMA B JOB

      Place an 'X' before desired Unit for crop selection

                                Unit
                                1.01
                                1.02
                                1.03
                                1.04
                                1.05
                                1.06
                                1.07
                                2.01
                                2.02
                                2.03

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

**B Action**

Select the unit or subunit by placing "X" in front of the applicable record and pressing "Enter" to continue. Crop Selection Screen MHADID01 or MHADIM01 will be displayed.--\*

**\*--202 Crop Selection Screens MHADID01 and MHADIM01**

**A Overview**

Screen MHADID01 will be displayed with the crops that correspond with the selected unit. The crops displayed are based on the information provided on the CDP RMA Download Report compared to the CDP Crop Table. If a match is not found, the message, "No matching records found on the Disaster Crop Table for this RMA crop", will be displayed. Crop table data must be downloaded to County Offices before the loss data can be loaded in the disaster application file. Screen MHADID01 will be suppressed if the unit has only 1 crop.

Screen MHADIM01 will be displayed with the crop types and crop uses from the CDP Crop Table. Screen MHADIM01 will be suppressed if the crop selected does not have multiple types or intended uses. The type and intended use will be defaulted to blank or the only type on the CDP Crop Table File.--\*

\*--202 Crop Selection Screens MHADID01 and MHADIM01 (Continued)

**B Examples of Screens MHADID01 and MHADIM01**

Following is an example of Screen MHADID01.

```

2001 CDP          023-E DIVIDE          Selection      MHADID01
Crop Selection Screen          Version: AE72 06/08/2003 09:50 Term F6
-----
Producer CARMEN GLASS          Unit      1.02

          Place an 'X' before desired crop for processing

Crop          Type          Practice
FLAX          No Type Specified      No Practice Specified
WHEAT        Durum          Summerfallow

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

Following is an example of Screen MHADIM01.

```

2001 CDP          023-E DIVIDE          Selection      MHADIM01
Crop Selection Screen          Version: AE72 06/08/2003 10:18 Term F6
-----
Producer D & L RAAUM INC          Unit      1.08
RMA Crop WHEAT          Type Spring          Prac Summerfallow

          Place an 'X' before desired crop for processing

Crop          Type          Plnt  Int  Irr  Pay  Pay
WHEAT        HRS    01  GR   N   WHEAT 011
WHEAT        HWS    01  GR   N   WHEAT 011

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

**C Action**

On Screen MHADID01, select the crop the producer is applying for by placing "X" in front of the applicable crop record. Only 1 crop can be selected at a time. PRESS "Enter" to continue.

On Screen MHADIM01, select the crop type and crop intended use by placing "X" in front of the applicable record. Only 1 crop type/intended use can be selected at a time. PRESS "Enter" to continue. Load Acres/Production Screen MHADIH01 will be displayed.--\*

**\*--203 Load Acres/Production Screen MHADIH01**

**A Overview**

Screen MHADIH01 will be:

- used to determine a producer's loss
- either of the following:
  - entirely prefilled, if the loss record for the selected producer, unit, and crop was downloaded from RMA
  - partially prefilled, if no loss data was downloaded from RMA.

**Note:** See paragraph 46 if RMA loss data is not downloaded.

**B Example of Screen MHADIH01**

Following is an example of Screen MHADIH01. This example has a loss record downloaded from RMA.

2001 CDP	023-E DIVIDE	Entry	MHADIH01
Load Acres/Production Screen		Version: AE72	06/08/2003 10:34 Term F6
-----			
Producer D & L RAAUM INC		Share 1.0000	Unit 1.01
Crop APPLE	Type COM	Plnt Pd 01	Int Use FH Irr Prac I Coverage Insured
Stage	Acres Irrigated (002)	RMA Production (BOX)	Actual Production (BOX)
			Adjusted or Assigned Production (BOX)
			Production Flag (O or A)
			RMA Indemnity
H	50.00	18562	\$ 6895
UH			\$
	Yield	800 (BOX)	Unharvested Payment Factor 0.4500 %
	Producer Salvage Value	Producer Marketing Percentage	County Established Salvage Value
			County Established Marketing Percentage
	\$	%	\$ %
Cmd4=Previous Screen Cmd5=Update Cmd7=End Cmd24=Delete			

--\*

\*--203 Load Acres/Production Screen MHADIH01 (Continued)

**C Field Descriptions**

The following table describes the fields on Screen MHADIH01.

<b>Field</b>	<b>Description</b>	<b>Action</b>
Producer	Producer who was selected on the Producer Selection Screen will be displayed.	
Unit	Unit number that was selected on Unit Selection Screen MHADIC01 will be displayed.	
Crop	Crop that was selected on Crop Selection Screen MHADID01 will be displayed.	
Type	Crop type will be displayed.	
Plnt Pd	Planting period will be displayed.	
Int Use	Intended use will be displayed.	
"Insurance" Status	"Insured" will be displayed.	
Share	Producer's share associated with the selected unit will be displayed.	
Stage	Harvested, unharvested, and prevented stages will be displayed.	

--\*

\*--203 Load Acres/Production Screen MHADIH01 (Continued)

C Field Descriptions (Continued)

Field	Description	Action
Acres	<p>Prefilled field, by stage and practice <b>for the selected unit</b>. For crops that did not have an RMA loss record, the reported acres will be prefilled in the "Harvested" field. For crops with an RMA loss record, the determined acres will be prefilled according to stage and practice. See Exhibit 39 for practice conversions.</p>	<p>Producer must certify to the acreage amounts that were provided by RMA. See paragraph 62.</p> <p><b>Note:</b> Ensure that the special provisions for crops, such as peanuts for 2001, have been met.</p>
RMA Production	<p>Prefilled with production to count, if an RMA loss record was received.</p> <p>The following types of insurance coverage will be prefilled with "0" production:</p> <ul style="list-style-type: none"> <li>• crops having GRP or GRIP coverage</li> <li>• crops having dollar amount of insurance</li> <li>• revenue insurance products.</li> </ul> <p>See paragraph 115 for further instruction.</p>	<p>Producer must certify to the production amounts that were provided by RMA. See Part 5.</p> <p>For crops that did not have an RMA loss record, enter the actual, appraised, or certified production for the unit (not by producer share) by stage and practice. See paragraph 46.</p> <p>RMA production must be loaded to calculate the quantity loss.</p>
Actual Production	<p>Manual entry field.</p> <p>This field is only used if the producer is applying for additional quality benefits.</p>	<p>Enter actual production provided by the producer. This field is not a required entry; however, actual production must be provided if the producer is requesting additional quality benefits. Only enter actual production in this field. If the producer does not provide actual production, this field <b>shall</b> remain blank.</p>
Adjusted or Assigned Production	<p>Manual entry field for adjustments made by COC.</p>	<p>Enter COC-adjusted or -assigned production, as applicable, according to Part 6.</p>

--\*

203 Load Acres/Production Screen MHADIH01 (Continued)

C Field Descriptions (Continued)

Field	Description	Action
Adjusted or Assigned Flag ("O" or "A")	Manual entry field identifying the type of adjustment made by COC.	Enter an: <ul style="list-style-type: none"> <li>• "A" flag if the assigned production is to be added to actual production according to paragraph 60</li> <li>• "O" flag if the assigned production is to override the production according to paragraph 60.</li> </ul>
RMA Indemnity	Prefilled if RMA provided a loss record. RMA indemnity can be manually loaded if RMA did not provide it on the download.  <b>Note:</b> RMA indemnity is specific to the producer's share. RMA downloads the actual net indemnity the specific producer received. If adjustments are required because of share differences, the indemnity shall be specific to the share the producer received or would have received if insurance was purchased based on actual shares.	If applicable, load <b>net</b> RMA indemnity for the producer. The field shall be left blank if RMA did not pay an indemnity on the crop.  <b>*--Note:</b> For malting barley units, see subparagraph 62 I. The net indemnity for these records shall be the sum of the nonmalting record and the malting record.--*
Payment Factor (unharvested stage only)	The unharvested payment factor from the crop table.	Adjust the unharvested payment factor, if applicable, according to paragraph 61. The unharvested payment factor can only be adjusted downward.
Yield	Displays the higher of the producer's approved yield or the county average yield.	Yield may be adjusted if paragraph 65 or 104 applies.
Producer Salvage Value	Manual entry field identifying the crop's salvage value provided by the producer.	Enter the producer's actual dollar value for crops sold for which an established market is not available according to paragraph 52.
County Established Salvage Value	Manual entry field identifying the crop's salvage value provided by COC.	Enter the value, as determined by COC, if the producer did not provide documentation of the actual dollar value for crops sold for which an established market is not available according to paragraph 52.

\*--203 Load Acres/Production Screen MHADIH01 (Continued)

**C Field Descriptions (Continued)**

Field	Description	Action
Producer Marketing Percentage	Manual entry field for crops that are marketed as fresh and processed.  This field is suppressed if the crop's intended use is something other than fresh, processed, or juice.	Enter the producer's historical record of marketing as a percentage by use. This is a required entry if the intended use is fresh, processed, or juice. An entry of zero or greater is required.  Ensure that an automated application is completed for fresh, processed, and juice intended uses, if the marketing percentage is not 100 percent of the primary use.
County Established Marketing Percentage	Manual entry field for COC adjustment.  This field is suppressed if the crop's intended use is something other than fresh, processed, or juice.	Enter the COC-established normal marketing percentages for the county if the producer did not provide historical marketings or only certified their normal marketings.

**D Action**

Enter data according to subparagraph C. PRESS:

- "Cmd5" to update the record
- "Cmd24" to delete a record that has been previously updated.

Record More Data Questions Screen MHADIH1A will be displayed.--\*

\*--204 Record More Data Questions Screen MHADIH1A

**A Overview**

Screen MHADIH1A has been designed as a tool for entering additional data for the selected producer. The software process requires that each crop, crop type, and intended use be loaded separately to ensure accurate records. Users shall ensure that all applications are completed according to program policy, such as all crops with the same pay type being grouped together to determine a producer's loss.

**Example:** Producer A has unit 1 and grows Hard Amber Durum Wheat with intended uses of grain (GR) and seed (SD). Both crops have been assigned the pay type of "011", which means that both crops have been grouped together for loss eligibility and payment purposes. Producer A had a complete loss on Hard Amber Durum for SD, but did yield a normal return on Hard Amber Durum for GR. Producer A wants to apply for disaster benefits for Hard Amber Durum for SD. Both crops, Hard Amber Durum for SD and Hard Amber Durum for GR, must be loaded in the system since the total unit production of both crops is used for loss eligibility purposes.

Following is an example of Screen MHADIH1A.

```

2001 CDP          023-E DIVIDE          Entry          MHADIH01
Load Acres/Production Screen          Version: AE72 06/08/2003 10:42 Term F6
-----
Producer D & L RAAUM INC          Share 1.0000          Unit 1.01
Crop APPLE Type COM Plnt Pd 01 Int Use FH Irr Prac I Coverage Insured

Record More Data Questions Screen          MHADIH1A
Stage
H          Do you want to record data on another:
UH          (Y/N)
          share for this crop/type/use/practice?... N
          intended use/practice for this crop/type? N
Y          type/planting number for this unit? N
          crop for this unit?..... N
Prod       unit for this producer?..... N
Salvage    lished
          percentage

Enter=Continue Cmd4=Previous Screen

$          IM: Previous share record has been updated.          %

Cmd4=Previous Screen Cmd5=Update Cmd7=End Cmd24=Delete
    
```

--\*

**\*--204 Record More Data Questions Screen MHADIH1A (Continued)**

**B Question Description**

The following table provides an explanation of Screen MHADIH1A. Only 1 question at a time may be answered with "Y".

<b>Do you want to record data on another...</b>	<b>IF "Y" is selected...</b>	<b>THEN use this option if...</b>
share for this crop/type/use/practice?	Load Acres/ Production Screen MHADIH01 will be displayed	the producer has multiple shares for the same crop/type/use/practice for this unit.
intended use/practice for this crop/type?	Crop Intended Use Selection Screen MHADWF01 will be displayed	several uses or multiple practices need to be recorded for this crop type.  <b>Note:</b> For insured crops, the same acreage data will be prefilled for all intended uses. The acreage data must be adjusted to reflect the correct data.
type/planting number for this unit?	Crop Type Selection Screen MHADWE01 will be displayed	several types or multiple planting numbers need to be recorded for this crop.
crop for this unit?	Crop Selection Screen MHADID01 will be displayed	the producer is applying for benefits on several crops.  <b>Note:</b> As a new crop is selected, CCC-564, for the previous crop data that was entered, will print.
unit for this producer?	Unit Selection Screen MHADIC01 will be displayed	the producer has multiple units.  <b>Note:</b> As a new unit is selected, CCC-564, for the previous crop data that was entered, will print.

**C Action**

Complete all applications according to subparagraph B. Record Enrollment Date Screen MHADIH1B will be displayed according to paragraph 205.--\*

**\*--205 Record Enrollment Date Screen MHADIH1B**

**A Overview**

Screen MHADIH1B will be displayed when the producer's insured loss record is updated. The producer's enrollment date can be entered on Screen MHADIH1B or by accessing option 3, "Update Enrollment/Approval Dates", on Menu MHADW0.

Following is an example of Screen MHADIH1B.

```

2001 CDP          023-E DIVIDE          Entry      MHADIH01
Load Acres/Production Screen          Version: AE72 06/08/2003 10:42 Term F6
-----
Producer D & L RAAUM INC          Share 1.0000          Unit 1.01
Crop APPLE Type COM Plnt Pd 01 Int Use FH Irr Prac I Coverage Insured
Record Enrollment Date Screen          MHADIH1B
Stage
H
UH
Enrollment Date: 00 / 00 / 0000 ( MM/DD/CCYY )
RMA
Remnity
6895
%
Proc
Salva
Established
percentage
$
Enter=Continue Cmd4=Previous Screen Cmd5=Update
%
Cmd4=Previous Screen Cmd5=Update Cmd7=End Cmd24=Delete
    
```

**B Action**

PRESS:

- "Enter" to continue **without entering or updating an enrollment date**
- "Cmd4" to return to Screen MHADIH1A
- "Cmd5" to update the enrollment date.

**Note:** "Cmd5" must be pressed to update the enrollment date. Pressing "Enter" will advance to Printer Selection Screen MHADPS01. No dates will be updated.

Screen MHADPS01 will be displayed. CCC-564 will print.

**Note:** CCC-564 shall be printed on a laser printer because of form design.--\*

\*--206 Value Loss Screen MHADIG01

**A Overview**

Screen MHADIG01 is used to determine the total loss for a crop that is dollar rather than yield based.

If a crop identified as a value loss crop was selected on Screen MHADID01, Screen MHADIG01 will be displayed.

Following is an example of Screen MHADIG01.

2001 CDP	023-E DIVIDE	Entry	MHADIG01
Value Loss Screen		Version: AE72	06/08/2003 11:07 Term F6
-----			
Producer LOWELL E FJALSTAD	Share	Unit	1.01
Crop NRSRY Type CON		Coverage Insured	
Field Market Value A	Dollar Value of Inventory After Disaster	Dollar Value of Ineligible Causes	RMA Indemnity
\$	\$	\$	\$
		Unharvested Payment Factor	0.8300 %
Producer Salvage Value		County Established Salvage Value	
\$		\$	
Cmd4=Previous Screen Cmd5=Update Cmd7=End Cmd24=Delete			

--\*

\*--206 Value Loss Screen MHADIG01 (Continued)

**B Field Descriptions**

The following table describes the fields on Screen MHADIG01.

<b>Field</b>	<b>Description</b>	<b>Action</b>
Producer	Producer who was selected on the Producer Selection Screen will be displayed.	
Unit	Unit number that was selected on Unit Selection Screen MHADIC01 will be displayed.	
Crop	Crop that was selected on Crop Selection Screen MHADID01 will be displayed.	
"Insurance" Status	"Insured" will be displayed.	
Share	Producer's share will be displayed.	
Field Market Value A	Manual entry field.	Enter the Field Market Value A, as determined according to Part 8, for value loss crops.
Dollar Value of Inventory After Disaster	Manual entry field.	Enter the dollar value after disaster, according to Part 8, for the value loss crops.

--\*

\*--206 Value Loss Screen MHADIG01 (Continued)

**B Field Descriptions (Continued)**

Field	Descriptions	Action
Dollar Value of Ineligible Causes	Manual entry field.	Enter the dollar value for losses stemming from ineligible cause of loss.
RMA Indemnity	Prefilled if provided by RMA. Manual entry if RMA paid an indemnity and did not provide the net indemnity on the RMA download.	If applicable, load <b>net</b> RMA indemnity. The field shall be left blank if RMA did not pay an indemnity on the crop.
Unharvested Payment Factor	The unharvested payment factor from the crop table.	Adjust the unharvested payment factor, if applicable, according to paragraph 61. The unharvested payment factor can only be adjusted downward.
Producer Salvage Value	Manual entry field.	Enter actual dollar value for crops for which an established market is not available according to paragraph 52.
County Established Salvage Value	Manual entry field.	Enter the value, as determined by COC, if the producer did not provide documentation of the actual dollar value for crops for which an established market is not available according to paragraph 52.

**C Action**

Enter data according to subparagraph B. PRESS:

- "Cmd5" to update the record
- "Cmd24" to delete a record that has been previously updated.

Screen MHADIH1A will be displayed. See paragraph 204.--\*

**\*--207 Adding Records for Insured Producers Using "Cmd16"**

**A Introduction**

Data for insured producers is provided by RMA through a download process developed on the mainframe in KC-ITSDO. There are a variety of situations where it is known that the RMA data:

- was downloaded to the wrong County Office
- does not match the county name and address file
- may be revised under specific limited situations as described in subparagraph B.

**Note:** "Cmd16" shall not be used for any other adjustments.

**B Authority to Add RMA Data for Insured Producers**

An option has been developed for insured CCC-564 applications that provides County Offices with the capability to add data for insured producers under limited situations. The following table describes the situations that have been identified and provides specific examples. However, the option to add data for insured producers **shall only** be used for the situations described in the following table.--\*

\*--207 Adding Records for Insured Producers Using "Cmd16" (Continued)

**B Authority to Add RMA Data for Insured Producers (Continued)**

Situation	Description	Example
<p>1</p>	<p>The KC-ITSDO mainframe process that determines where RMA data should be sent is based on several variables. In most cases, the data will be downloaded to the County Office where the land is physically located. However, in some instances, the County Office where the land is physically located is not the administrative County Office for the producer's unit. In this case, RMA data for these producers may be sent to a County Office that does not administer the producer's unit.</p> <p>If it is determined that the RMA insurance data was downloaded to the wrong County Office, the affected County Offices shall carefully coordinate to ensure that the application is taken in the administrative County Office. Failure to do so will result in duplicate applications being accepted and approved for the producer.</p> <p>In cases where the RMA download was transmitted to a County Office other than the administrative County Office, the administrative County Office shall:</p> <ul style="list-style-type: none"> <li>• obtain a copy of the CDP RMA Download Report from the County Office where the land is physically located</li> <li>• dataload the information from the CDP RMA Download Report according to subparagraph C.</li> </ul>	<p>Producer A has FSN 100 that was administered in County X in 2000. In 2001, FSN 100 was transferred to County Y and Producer A no longer has a farming interest in County X, but is still active on the name and address file.</p> <p>The RMA download is subsequently transmitted to County X, because the producer is still active on County X's name and address file.</p> <p>County Y is the administrative county for Producer A, and the insurance data must be dataloaded in County Y's system using the "Cmd16" option because the RMA download was not sent to County Y.</p>

--\*

**\*--207 Adding Records for Insured Producers Using "Cmd16" (Continued)**

**B Authority to Add RMA Data for Insured Producers (Continued)**

Situation	Description	Example
2	<p>The producer ID number provided by RMA does not match the ID number on file in the FSA County Office. In this case, County Offices shall:</p> <ul style="list-style-type: none"> <li>• verify the FSA ID number is correct</li> <li>• if the FSA ID number is correct, use the "Cmd16" option to dataload the RMA data using the correct producer ID number</li> <li>• dataload the information from the CDP RMA Download Report according to subparagraph C.</li> </ul>	<p>The RMA-downloaded data is downloaded to the correct County Office because of the land location; however, the ID number listed on the CDP RMA Download Report is 444-55-6789.</p> <p>This producer is listed on the County Office's records with ID number 444-55-6879.</p>

--\*

\*--207 Adding Records for Insured Producers Using "Cmd16" (Continued)

**B Authority to Add RMA Data for Insured Producers (Continued)**

Situation	Description	Example
3	Insurance information provided by RMA is 100 percent under 1 name and ID number. COC has determined that shares should be changed.	<p>The RMA-downloaded data shows Fred Smith receiving 100 percent share for ID number 555-44-3333 for the unit. FSA records show the farming operation is:</p> <ul style="list-style-type: none"> <li>• 50 percent under Fred Smith</li> <li>• 50 percent under Wilma Smith with ID number 543-22-1111.</li> </ul> <p>To correct Fred Smith's application data, the County Office shall:</p> <ul style="list-style-type: none"> <li>• access the information downloaded for Fred Smith and PRESS "Cmd24" to delete the record reflecting 100 percent of the acreage and loss records</li> <li>• answer the question, "Do you have another share for this producer", with "Y" and PRESS "Enter"</li> <li>• load the data for Fred Smith to reflect his 50 percent share of the operation.</li> </ul> <p>For Wilma Smith, the County Office shall add the producer data using the "Cmd16" option according to subparagraph C to reflect her share of the acreage and loss records.</p>

--\*

207 Adding Records for Insured Producers Using “Cmd16” (Continued)

**B Authority to Add RMA Data for Insured Producers (Continued)**

\*--

Situation	Description	Example
4	<p>In certain situations, RMA only provides a record with the intended use of FH for some insurable crops. To apply quality, a PR or JU record needs to be added.</p>	<p>In the Pacific Northwest, RMA only provides an insured record for apples with the intended use of FH. To apply quality, and in some cases quantity, a PR or JU record must be added. The crop table in these areas have apple records with an intended use of PR or JU with the STC requested PR and/or JU price so that quality and quantity can be accounted for correctly.</p> <p>County Offices shall load the apple record with the FH intended use in the system. Then the county shall load a record using the "Cmd 16" option for either the PR or JU intended uses.</p> <p><b>Note:</b> Ensure that the same unit number is used.</p>
5	<p>In many instances, producers may have purchased crop insurance with:</p> <ul style="list-style-type: none"> <li>• GRP plans, such as: <ul style="list-style-type: none"> <li>• plan code 12</li> <li>• plan code 73</li> </ul> </li> <li>• other plans of insurance with enterprise units</li> <li>• written agreements.</li> </ul>	<p>Many of these plans will have to be loaded through the "Cmd16" option. See paragraph 208.</p>

--\*

207 Adding Records for Insured Producers Using "Cmd16" (Continued)

**C Adding RMA Data When a Download Was Not Received**

Follow the steps in this table to add CDP data for a producer, if it is determined that the RMA data was downloaded to a County Office other than the producer's administrative county.

Step	Menu or Screen	Action	Result
1		Access Crop Disaster Program Main Menu MHAD00 according to paragraph 178.	Menu MHAD00 will be displayed.
2	MHAD00	ENTER "1", "Notice of Loss/Production Application", and PRESS "Enter".	Menu MHADW0 will be displayed.
3	MHADW0	ENTER "2", "Insured Losses", and PRESS "Enter".	Screen MHADIA01 will be displayed.
4	MHADIA01	<ul style="list-style-type: none"> <li>• Enter any of the following to identify the appropriate producer:                             <ul style="list-style-type: none"> <li>• ID number and ID type</li> <li>• last 4 digits of the ID number</li> <li>• producer's last name</li> </ul> </li> <li>• PRESS "Cmd16".</li> </ul>	Screen MHADIK01 will be displayed.
5	MHADIK01	<p>Screen MHADIK01 will be displayed with all the State and county codes found on the disaster crop table.</p> <ul style="list-style-type: none"> <li>• ENTER "X" next to the State and county code <b>where the land is physically located.</b></li> </ul> <p><b>Note:</b> It is imperative that the correct State and county be selected where the land is physically located. Failure to select the correct State and county could result in the wrong yield and/or price being used in the payment calculations.</p> <ul style="list-style-type: none"> <li>• PRESS "Enter".</li> </ul> <p><b>Note:</b> Screen MHADIK01 is only applicable to insured applications loaded using the "Cmd16" options. All other applications use the administrative county crop table.</p>	Screen MHADIL01 will be displayed.



\*--207 Adding Records for Insured Producers Using "Cmd16" (Continued)

C Adding RMA Data When a Download Was Not Received (Continued)

Step	Menu or Screen	Action	Result
6	MHADIL01	<p>Screen MHADIL01 will be displayed with all the crops on the disaster crop table for the selected State and county code.</p> <ul style="list-style-type: none"> <li>• Enter the producer's unit and subunit listed on the CDP Producer List Report for the corresponding crop.</li> </ul> <p><b>Example:</b> RMA unit 00101 should be entered as 1.01.</p> <ul style="list-style-type: none"> <li>• ENTER "X" next to the crop name on Screen MHADIL01 that corresponds to the crop name on the CDP Producer List Report for the insured data.</li> <li>• PRESS "Enter".</li> </ul>	Screen MHADIH01 will be displayed.

--\*

\*--207 Adding Records for Insured Producers Using "Cmd16" (Continued)

C Adding RMA Data When a Download Was Not Received (Continued)

Step	Menu or Screen	Action	Result
7	MHADIH01	<p>Screen MHADIH01 will be displayed without any prefilled data, since the RMA Download Report is not available in the administrative County Office.</p> <ul style="list-style-type: none"> <li>• Enter the following data from the RMA Download Report:                             <ul style="list-style-type: none"> <li>• producer share</li> <li>• harvested, unharvested, and/or prevented acres</li> </ul> <p><b>Note:</b> Enter determined acres if provided; otherwise, enter reported acres.</p> <li>• RMA production</li> <li>• if applicable, enter actual production if producer is applying for additional quality benefits.</li> </li></ul> <ul style="list-style-type: none"> <li>• If applicable, enter COC-assigned or -adjusted production.</li> <li>• If applicable, enter RMA net indemnity.</li> <li>• If the crop is harvested with a fresh or processed intended use, enter the historical marketing percentage.</li> <li>• If applicable, enter salvage value.</li> <li>• When all data has been dataloaded, PRESS "Cmd5" to update the record.</li> </ul>	Screen MHADIH1A will be displayed.

--\*

## 207 Adding Records for Insured Producers Using "Cmd16" (Continued)

## C Adding RMA Data When a Download Was Not Received (Continued)

Step	Menu or Screen	Action	Result
8	MHADIH1A	<p>Screen MHADIH1A allows users to enter another:</p> <ul style="list-style-type: none"> <li>• share for the selected crop/type/use</li> <li>• intended use for this crop/type</li> <li>• type/planting number for the crop</li> <li>• crop for this unit</li> <li>• unit for this producer.</li> </ul> <p>Enter the appropriate response and PRESS "Enter".</p>	Screen MHADIH1B will be displayed.
9	MHADIH1B	<p>Do either of the following:</p> <ul style="list-style-type: none"> <li>• enter the enrollment date and PRESS "Cmd5" to update</li> <li>• PRESS "Enter" to bypass entering the enrollment date.</li> </ul>	When all records have been processed and there is no additional data to add, Screen MHADPS01 will be displayed.
10	MHADPS01	Enter the appropriate printer ID and PRESS "Enter".	<p>CCC-564 will be sent to the selected printer.</p> <p>Menu MHADW0 will be redisplayed.</p>

**Note:** Applications entered through the "Cmd16" option shall be modified or deleted through regular processing.

**\*--208 Loading Insured CDP Application for Crops Covered by Group Risk and Written Agreements**

**A Background**

RMA may not use basic units for those producers that purchased GRP insurance or other plans of insurance with enterprise units. The units downloaded from RMA may not match the unit definition for CDP.

In prior disaster programs, County Offices established basic FSA units and loaded the insured applications as noninsurable to ensure that producers received an equitable disaster payment for those producers listed on the RMA download with:

§ GRP plans, such as:

§ plan code 12

§ plan code 73

§ other plans of insurance with enterprise units

§ written agreements.

For 2001/2002 CDP, this poses a problem because of the 95 percent cap limitation. The 95 percent cap is not calculated when an application is loaded as noninsurable or uninsured. A method to calculate cap reflecting the RMA indemnity on these applications is required.--\*

**\*--208 Loading Insured CDP Application for Crops Covered by Group Risk and Written Agreements (Continued)****B Loading GRP Plans**

County Offices must establish basic FSA units to ensure that the share relationships are established correctly for those producers listed on the RMA download with:

§ GRP plans, such as:

§ plan code 12

§ plan code 73

§ other plans of insurance with enterprise units.

If the crops in question are insurable in the County Office, an insurable crop record will be provided on the CDP crop table. In most cases, the insurable record on the crop table will not match the record downloaded on the RMA Download Report. However, since there is an insured record on the crop table, County Offices are provided the opportunity to load the affected insured applications through the "Cmd16" option in the insured software. When using the "Cmd16" option, the unit number is manually entered. County Offices shall use the FSA unit number to ensure that the unit relationship is established correctly.

If the crops in question are not insurable in the County Office, an insurable record cannot be provided on the CDP crop table. In these instances, the affected applications shall be loaded through the noninsurable software option, and the County Office shall manually calculate the 95 percent cap using manual worksheet CCC-564D. Payments shall be issued to only those producers that do not exceed cap. If the manual calculation shows that the 95 percent cap will be exceeded, all supporting application documentation, including the manual CCC-564D, shall be forwarded to PECD, CPB. CPB will assist the County Office in issuing the reduced payment.--\*

**\*--208 Loading Insured CDP Application for Crops Covered by Group Risk and Written Agreements (Continued)**

**C Loading Written Agreements**

County Offices must establish basic FSA units to ensure that the share relationships are established correctly for those producers listed on the RMA download with written agreements.

CDP crop table will not have an insured record for crops covered by written agreement. The affected applications shall be loaded through the noninsurable software option, and the County Office will be required to manually calculate the 95 percent cap using manual worksheet CCC-564D. Payments shall be issued to only those producers that do not exceed cap. If the manual calculation shows that the 95 percent cap will be exceeded, all supporting application documentation, including the manual CCC-564D, shall be forwarded to PECD, CPB. CPB will assist the County Office in issuing the reduced payment.

**Note:** Insurance units will not be used, even if optional units are downloaded.

**D Loading Net Indemnity**

For applications loaded using the "Cmd16" option, the net indemnity must be split between units if multiple units were established for the producer. For example, a producer with GRP coverage may only have 1 unit and 1 loss record on the RMA download. Using FSA unit rules, the producer will have 3 units. The indemnity must be split between the 3 units established by FSA.

To determine the net indemnity for each unit, the following calculation shall be manually computed:

- net indemnity, divided by
- total acres in the unit, rounded to 2 decimal places.

This will establish a "price per acre".--\*

**\*--208 Loading Insured CDP Application for Crops Covered by Group Risk and Written Agreements (Continued)**

**D Loading Net Indemnity (Continued)**

The “price per acre” shall be multiplied by the acres in the FSA established unit to determine the net indemnity for the unit.

**Example:** RMA downloaded Unit 1.01 with 400 determined acres and a net indemnity of \$12,432. FSA unit structure shows 3 units for the producer – Unit 793 with 100 acres, Unit 794 with 100 acres, and Unit 795 with 200 acres.

The “price per acre” would be \$31.08 ( $\$12,432/400$ ).

The net indemnity for unit 793 would be \$3,108 (100 acres x \$31.08).

The net indemnity for unit 794 would be \$3,108 (100 acres x \$31.08).

The net indemnity for unit 795 would be \$6,216 (200 acres x \$31.08).--\*

**Section 4 (Reserved)**

**209-213 (Reserved)**



214 Printing CCC-564's

**A Automatic Print**

CCC-564 will print when a producer's loss data has been entered into the system. An automatic print will be generated from Record More Data Questions Screen MHADWH1A or MHADIH1A based on the way the questions are answered on that screen. See paragraphs 189 and 204. The prints will be grouped according to unit, crop, crop payment type, and planting period.

**Example:** Hard Red Winter Wheat intended for grain and Hard Red Winter Wheat intended for seed have been grouped as pay type of "1". Hard Red Winter Wheat intended for forage is pay type of "2". User enters loss data for Hard Red Winter Wheat for grain and then answers "Y" to the question, "Do you want to record data on another intended use for this crop?", on Screen MHADWH1A. User then enters the loss data for the Hard Red Winter Wheat for seed and repeats the process again for Hard Red Winter Wheat for forage. User has no other wheat losses to record, but does have additional crops for this unit, so "Y" is entered for the question, "Do you want to record data on another crop for this unit?", on Screen MHADWH1A. At this point, two CCC-564's will print, the first one containing the loss data for the Hard Red Winter Wheat for grain and seed, and the second for the Hard Red Winter Wheat for hay.

**Note:** CCC-564 shall be printed on a laser printer because of form design.

**B Print Explanation and Required Entries**

The following table explains the automated print of CCC-564 after loss data has been entered in the system. Some entries on CCC-564 still require manual entries.

Item	Description
1A	Prefilled with the selected producer's name and address.
1B	Prefilled with the selected producer's telephone number.
2	Prefilled with the last 4 digits of the selected producer's ID number.
3	Prefilled with the selected producer's State and county codes.
4	Applicable year will be marked (2001 or 2002) based on the year selected.
5	Prefilled with the selected unit number.
6	Prefilled with the selected crop and payment type code.
7	Prefilled with the planting number.

--\*

\*--214 Printing CCC-564's (Continued)

**B Print Explanation and Required Entries (Continued)**

<b>Item</b>	<b>Description</b>
8 through 18	Fields are left blank. The producer must manually provide this information.  <b>Note:</b> Item 9 is prefilled with the coverage level.
19 through 28	These fields are for single market crops only. Prefilled according to loss data as entered on Load Acres/Production Screens MHADWH01 and MHADIH01, according to paragraphs 188 and 203. Crops will be summarized on CCC-564 by unit number, payment crop, payment type, and planting period.  <b>Note:</b> These fields will be suppressed if the selected crop is a multiple market crop or value loss crop.
29 through 33	Prefilled if information has been entered in the system before printing. If COC approves after CCC-564 has been printed, data shall be manually entered on CCC-564 by COC and then entered into the system by the County Office. CCC-564 can be reprinted with COC data.
34 through 45	These fields are for multiple market crops only. Prefilled according to loss data as entered on Load Acres/Production Screens MHADWH01 and MHADIH01, according to paragraphs 188 and 203. Crops will be summarized on CCC-564 by unit number, payment crop, payment type, and planting period.  <b>Note:</b> These fields will be suppressed if the selected crop is a single market crop or value loss crop.
46 through 50	Prefilled if information has been entered in the system before printing. If COC approves after CCC-564 has been printed, data shall be manually entered on CCC-564 by COC and then entered into the system by the County Office. CCC-564 can be reprinted with COC data.
51 through 60	Prefilled according to the data that was entered on Value Loss Screens MHADWG01 and MHADIG01, according to paragraphs 191 and 206.  These fields will be suppressed if the selected crop is a single or multiple market yield-based crop.
61A and 61B	The producer shall sign and date each CCC-564. Only 1 member having authority to sign for the partnership is required to sign.  <b>Note:</b> If the producer has signed a manual application before the data is loaded in the system, the producer is not required to sign the computer-generated CCC-564 unless data, such as acreage or production, has changed. Attach the manual CCC-564 to the computer-generated CCC-564.
62A, 62B, and 62C	The COC representative shall sign and date the application and indicate in the box provided whether approved or disapproved.  <b>Note:</b> If the COC representative has signed, dated, and approved or disapproved a manual application, a signature is not required on the system-generated CCC-564 unless data, such as acreage or production, has changed. Attach the manual CCC-564 to the computer-generated CCC-564.
63A and 63B	Prefilled with the County Office's name, address, and telephone number.

--\*

**\*--215 Updating Enrollment/Approval/Disapproval Dates**

**A Overview**

Applications for CDP will be enrolled and approved or disapproved for program benefits by unit number, pay crop, pay type, and planting number. This will provide COC's with the flexibility to approve applications on a pay crop/pay type basis by unit.

To update enrollment/approval/disapproval dates, select option 3, "Update Enrollment/Approval Dates", on Notice of Loss/Production Application Selection Menu MHADW0 according to paragraph 180. Enrollment/Approval Screen MHADAC01 will be displayed.

Following is an example of Screen MHADAC01.

```

2001 CDP          107-A TULARE          Entry          MHADAC01
Enrollment/Approval Screen          Version: AE72 06/08/2003 11:19 Term F5
-----
Producer JOE VARGAS                      ID/Type 123456789 S

      Unit      Pay      Planting      Enrollment      Approval      Disapproval
      Crop/Type  Period  Coverage  Date            Date            Date
      (MMDDCCYY) (MMDDCCYY) (MMDDCCYY)

      266  ALFAL/001   01   NONINS   .....   .....   .....
      266  APPLE/001   01   NONINS   .....   .....   .....
      266  APPLE/001   01   UNINS    .....   .....   .....
      266  SQASH/002   01   NONINS   .....   .....   .....
      266  MUSHR/001   01   NONINS   .....   .....   .....
      527  WHEAT/011   01   UNINS    .....   .....   .....

Cmd4=Previous Scrn  Cmd5=Update  Cmd7=End  Cmd12=Print Ent Report
    
```

--\*

**\*--215 Updating Enrollment/Approval/Disapproval Dates (Continued)****B Action**

County Offices shall:

- enter the enrollment date, if not previously entered on Record Enrollment Date Screen MHADWG1B, MHADWH1B, or MHADIH1B
- enter the approval date, if COC approved the application
- enter the disapproval date, if COC disapproved the application
- PRESS "Cmd4" to return to the Producer Selection Screen
- PRESS "Cmd5" to update dates

**Notes:** "Cmd5" must be pressed to update records before the "roll-page" option is selected. Any data entered and not updated before using the "roll-page" option will not be kept in the system.

To remove a date previously updated, "Field Exit" through the date and PRESS "Cmd5". The record will be updated without a date.

- PRESS "Cmd7" to end

**Note:** Records will not be updated.

- PRESS "Cmd12" to print the Producer Entitlement Report
- "roll-page" to view additional unit/pay crop/pay type records.

**C Updating or Adding Applications After Approval Date Is Entered**

Since applications are being approved on a unit/pay crop/pay type/planting number basis, the approval date will be removed from all records in the unit/pay crop/pay type/planting number if any record in that unit/pay crop/pay type/planting number is modified or added.

Upon COC approval, County Offices shall enter the revised COC approval date into the system.

**D CCC-564M**

If a producer declines an entire crop on CCC-564M, enter the date the producer signed CCC-564M in the "Disapproval Date" field.--\*

**\*--216 Quality Losses**

**A Overview**

To load additional quality data, select option 4, "Quality Losses", on Notice of Loss/Production Application Selection Menu MHADW0 according to paragraph 180.

Additional quality cannot be accessed for the producer unless actual production has been entered on Load Acres/Production Screen MHADWH01 or MHADIH01.

Additional quality is not paid on value loss crops.

After selecting option 4 on Menu MHADW0, the Producer Selection Screen will be displayed according to paragraph 179.

**B Accessing Level Data**

Actual harvested production data must be loaded in 1 of the 6 designated levels to calculate the producer's additional quality. If the selected producer has more than one CDP application on file, Worksheet Selection Screen MHADLC01 will be displayed. If the selected producer has only one CDP application on file, Screen MHADLC01 will be suppressed and Load Levels Summary Screen MHADLP00 will be displayed.--\*

**\*--217 Worksheet Selection Screen MHADLC01**

**A Overview**

If the selected producer has multiple CDP applications on file, Screen MHADLC01 will be displayed. Screen MHADLC01 displays the eligible CDP applications that are on file and qualify for additional quality benefits.

Following is an example of Screen MHADLC01.

```

2001 CDP           107-A TULARE           Selection      MHADLC01
Worksheet Selection Screen           Version: AE72 06/08/2003 13:46 Term F5
-----
Producer JOE VARGAS                               ID/Type 123456789 S

                Place an 'X' before desired Worksheet

          Unit  Crop  Type  Plnt  Irr  Int
          1.01  UPCN          01   I   I   Use  Coverage  Share
          266   ALFAL          01   I   FG  NONINS  1.0000
          266   APPLE  COM  01   I   UM  NONINS  1.0000
          266   SQASH  ZUC  01   I   UM  NONINS  1.0000
          527   WHEAT  HRW  01   N   GR  UNINS  1.0000

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

**B Action**

Select the crop for processing by placing "X" in front of the applicable record. PRESS "Enter" to continue. Either of the following screens will be displayed:

- Load Levels Summary Screen MHADLP00 if a single market crop was selected
- Load Unmarketable Production Screen MHADLH01 if a crop with the intended use of "UM" is selected.

**Note:** "UM" will replace the intended uses of "FH", "PR", and/or "JU" that were loaded on Load Acres/Production Screens MHADIH01 and MHADWH01. Unmarketable production is only loaded 1 time for the pay group.--\*

**\*--218 Load Levels Summary Screen MHADLP00**

**A Overview**

Screen MHADLP00:

- will be displayed when a crop that is considered a single market crop is selected from Screen MHADLC01.
- provides for the following:
  - entry of level data for single market crops
  - summarizes level data that has been loaded
  - displays the total of all levels

**Note:** The total will be rounded to whole numbers for all units of measure except for tons and cwt. These figures will be displayed with 2 decimal places.

- displays actual harvested production from Load Acres/Production Screen MHADIH01 or MHADWH01
- prints level summary data.

The CDP application cannot be approved unless the total additional quality production is equal to the actual harvested production.

Following is an example of Screen MHADLP00.

```

2001 CDP          107-A TULARE          Selection  MHADLP00
Load Levels Summary Screen          Version: AE72  06/08/2003 14:10 Term F5
-----
Producer JOE VARGAS          Share 1.0000          Unit  527
Crop WHEAT  Type HRW  Plnt Pd 01  Int Use GR  Irr Prac N  Coverage Uninsured

1. Load Level 1 Production          0.00
2. Load Level 2 Production          0.00
3. Load Level 3 Production          0.00
4. Load Level 4 Production          0.00
5. Load Level 5 Production          0.00
6. Load Unaffected Production          0.00
-----
Total Additional Quality  Actual Harvested
   Production            Production
          0                    500

9. Print Level Data

Select option:

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd12=Print Application
    
```

--\*

**\*--218 Load Levels Summary Screen MHADLP00 (Continued)****B Action**

To load level data, County Offices shall enter the applicable option number (options 1 through 6) and PRESS "Enter". Level Screen MHADLP01, MHADLP02, MHADLP03, MHADLP04, MHADLP05, or MHADLP06 will be displayed.

County Offices can print a summary of the level data by selecting option 9, "Print Level Data", on Screen MHADLP00. The Quality Detail Level/Ticket Report will print. Once the report has printed, Screen MHADLP00 will be redisplayed.

The following functions are available:

- "Cmd4" to display Worksheet Selection Screen MHADLC01 or the Producer Selection Screen
- "Cmd7" to display Notice of Loss/Production Application Selection Menu MHADW0. No data is lost by pressing "Cmd7". "Cmd7" will be the function key used to exit Screen MHADLP00.--\*



**\*--219 Additional Quality Level Screens (Continued)**

**B Action**

The following table provides the field descriptions and functions that are available on the level screens.

<b>Field/Function</b>	<b>Description</b>
Header Information	Provides the selected producer, unit number, crop, type, planting period, intended use, practice, share, and coverage level.
Ticket Number	This is a data entry field that may be used to enter the ticket number for the applicable production. This <b>is not</b> a required entry. This field is for use by the County Office only.
Production	This is a data entry field that shall be used to enter the applicable level production. Production can be loaded separately according to ticket numbers, or the County Office may add the production outside the system and load only a total for the level. The system will compute the total production for the level when the production is loaded as separate line items.
Cmd4=Previous Screen	Load Levels Summary Screen MHADLP00 will be displayed. Any data entered, but not updated, will be lost.
Cmd5=Update	Updates production data. Screen MHADLP00 will be displayed with the total of the level production. The message, "Load level production has been updated", will be displayed.
Cmd7=End	Notice of Loss/Production Application Selection Menu MHADW0 will be displayed. Any data entered, but not updated, will be lost.
Roll=Page	This allows for multiple production records to be entered. A "Cmd5" update <b>is not</b> required before rolling to the next screen. County Offices may load all data before updating.

--\*

**\*--220 Load Unmarketable Production Screen MHADLH01**

**A Overview**

For crops that are considered multiple market crops, it may be necessary to load an intended use of unmarketable. To accommodate this process, software has been developed that will display the use of "UM" on Worksheet Selection Screen MHADLC01. Only 1 unmarketable record will be displayed for the specific crop/type and practice because the unmarketable data only has to be loaded in the automated system 1 time.

Screen MHADLH01 will be displayed when a crop that is considered a multiple market crop is selected from Screen MHADLC01. These crops will be identified on Screen MHADLC01 as having "UM" as the intended use.

Following is an example of Screen MHADLH01.

```

2001 CDP          107-A TULARE          Entry          MHADLH01
Load Unmarketable Production Screen    Version: AE72  06/11/2003 07:08 Term F5
-----
Producer JOE VARGAS                      Share 1.0000          Unit 266
Crop SQASH  Type ZUC  Plnt Pd 01  Int Use UM  Irr Prac I  Coverage Noninsurable
      Acres
Stage  Irrigated          Unmarketable
      3.00                Actual  Unit of
      .....              Production Measure | Conversion  Lowest
      .....              .....          | Factor      Unit of
      .....              .....          | .....      Measure
-----
Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
  
```

--\*

**\*--220 Load Unmarketable Production Screen MHADLH01 (Continued)**

**B Field Descriptions**

The following table provides the fields on Screen MHADLH01.

<b>Field</b>	<b>Description</b>	<b>Action</b>
Header Information	Provides the selected producer, unit number, crop, type, planting period, intended use, practice, share, and coverage level.	
Stage	Stage of harvested is displayed.  Only harvested acres are eligible for additional quality.	
Acres	Total harvested acres for the unit from Load Acres/Production Screen MHADIH01.	
Production	Total unmarketable production for the unit.	Enter the unmarketable production for the unit.
Unmarketable Unit of Measure	The unit of measure for the unmarketable production.	Enter alpha standard unit of measure codes.  <b>Example:</b> pounds = lbs

--\*

\*--220 Load Unmarketable Production Screen MHADLH01 (Continued)

**B Field Descriptions (Continued)**

Field	Description	Action
Conversion Factor	<p>The calculated conversion factor needed to convert unmarketable production to the crop's lowest unit of measure on the crop table.</p> <p><b>Warning:</b> The unmarketable production and payment rate will be converted based on the conversion factor entered in this field. It is critical that the correct conversion factor is entered. If an incorrect factor is entered, Quality Loss Program payments will be computed incorrectly.</p>	<p>Enter the calculated conversion factor. The conversion factor shall be 1.0000 if the units of measure are the same.</p>
Lowest Unit of Measure	Lowest unit of measure on the Crop Table Report.	<p>Enter alpha standard unit of measure code for the lowest unit of measure on the crop table.</p> <p><b>Example:</b> pounds = lbs</p>

**C Action**

Enter data according to subparagraph B. PRESS:

- "Cmd4" to return to the previous screen
- "Cmd5" to update the record
- "Cmd7" to exit without updating the record
- "Cmd24" to delete the record.--\*

221 (Reserved)



**\*--222 Recording Producers Who Exceed the Qualifying Gross Revenue**

**A Introduction**

Paragraph 16 provides that:

- a "person" is not eligible for benefits under 2001 or 2002 CDP who has a gross revenue in excess of \$2.5 million for the previous tax year
- COC shall ensure that no payment is issued to any "person" who has not satisfactorily established eligibility for payment.

**B Updating Producer/Member Eligibility**

The "Disaster Gross Income" in the eligibility file allows County Offices to update the eligibility file for "persons" who do not meet the disaster gross revenue requirements.

If the producer/member has an eligibility record, County Offices shall update the producer's/member's disaster gross income flag according to 2-PL **for the applicable year**. This ensures that disaster payments for the applicable year will not be issued in any County Office in which the producer/member participates.

If a member of a joint operation does not have an eligibility record, the member should be loaded in the gross revenue ineligibility file according to subparagraph E.--\*

**\*--222 Recording Producers Who Exceed the Qualifying Gross Revenue (Continued)****C When to Use the Gross Revenue Ineligibility Option**

If the producer on CCC-564 is a joint operation, the \$2.5 million gross revenue threshold applies to the members of the joint operation, not the joint operation itself, because the person determination is made at the member level. In many cases, members of joint operations do not have an eligibility record, and for payment purposes, an eligibility record is not normally needed.

However, if a member does not qualify for payment because of the gross revenue provisions, a method is needed to record the member's ineligibility without creating an eligibility record for the member.

Accordingly, option 4 has been added to Menu MHAD00 for the applicable crop year that allows County Offices to record member information into the system for members of joint operations:

- after COC has determined that the member does not qualify for disaster payments because of the gross revenue provision
- who do not have an eligibility record.

Member information shall:

- only be recorded in the gross revenue file when COC determines that the "person" is ineligible for payment because of the \$2.5 million gross revenue provision
- be recorded in the gross revenue file for ineligible members for the correct crop year.

**Reminder:** The eligibility file shall be updated for producers who do not meet the gross revenue provisions.

**D Significance of Loading Ineligible Producers**

The disaster payment and overpayment processes use the information in the gross revenue ineligibility file to ensure that payments are not issued to ineligible members of joint operations.

This file is not uploaded and downloaded to other County Offices as part of the regular subsidiary process; therefore, each County Office shall ensure that the members are loaded in the gross revenue ineligibility file for **their** county for the applicable year to ensure that payments are not issued to ineligible members.--\*

**\*--222 Recording Producers Who Exceed the Qualifying Gross Revenue (Continued)**

**E Loading Ineligible Members**

Follow this table to record member information into the \$2.5 million gross revenue ineligibility file.

**Reminder:** This option is available for both the 2001 and 2002 crop years. County Offices shall ensure that they have selected the option for the correct crop year before entering data for ineligible members of joint operations.

Step	Menu or Screen	Action	Result
1		Ensure that the disaster gross income flag in the eligibility file is updated to "N" for the joint operation for the affected member.	
2		Access Menu MHAD00 according to subparagraph 178 A.	Menu MHAD00 will be displayed.
3	MHAD00	<ul style="list-style-type: none"> <li>• ENTER "4", "Record Gross Revenue Ineligible Members".</li> <li>• PRESS "Enter".</li> </ul>	Screen MHADN501 will be displayed.
4	MHADN501	<ul style="list-style-type: none"> <li>• Enter any of the following to identify the appropriate joint operation with the ineligible member or members:                             <ul style="list-style-type: none"> <li>• ID number and ID type</li> <li>• last 4 digits of the ID number</li> <li>• name of the joint operation.</li> </ul> </li> <li>• PRESS "Enter".</li> </ul>	Screen MHADN502 will be displayed with a list of all active members of the joint operation.

--\*

\*--222 Recording Producers Who Exceed the Qualifying Gross Revenue (Continued)

E Loading Ineligible Members (Continued)

Step	Menu or Screen	Action		Result
5	MHADN502	Screen MHADN502: <ul style="list-style-type: none"> <li>• lists all active members of the joint operation from the entity file</li> <li>• indicates which members have already been flagged as ineligible for payment.</li> </ul>		
		<b>IF the user wants to...</b>	<b>THEN...</b>	
select 1 or more members as ineligible			<ul style="list-style-type: none"> <li>• ENTER "X" in the "Sel" field for each member who should be flagged as ineligible for payment</li> <li>• PRESS "Cmd5".</li> </ul>	<ul style="list-style-type: none"> <li>• Screen MHADN502 will be redisplayed with the message, "Record has been updated".</li> <li>• "Y" will be displayed in the "Flagged as Ineligible" column on Screen MHADN502.</li> </ul>
delete a member who is flagged as ineligible			<ul style="list-style-type: none"> <li>• ENTER "X" in the "Sel" field for the member to be removed from the gross revenue ineligibility file</li> <li>• PRESS "Cmd24".</li> </ul>	<ul style="list-style-type: none"> <li>• Screen MHADN502 will be redisplayed with the message, "Record has been updated".</li> <li>• The "Y" that was previously displayed in the "Flagged as Ineligible" column will be removed from Screen MHADN502.</li> </ul>
end the process without updating			PRESS "Cmd7".	Menu MHAD00 will be redisplayed.

--\*

**\*--223 Joint Operation Selection Screen MHADN501****A Example of Screen MHADN501**

Screen MHADN501 allows users to select the joint operation that has 1 or more members who are ineligible for disaster payment because of the \$2.5 million gross revenue provisions. Joint operations can be selected by entering any of the following:

- joint operation's ID number and ID type
- last 4 digits of the joint operation's ID number
- name of the joint operation.

Following is an example of Screen MHADN501.

```
2002 CDP          205-B HARTLEY          Selection    MHADN501
Joint Operation Selection Screen      Version: AE72  06/11/2003 10:27 Term E2
-----

      Enter Producer ID Number:          And Type:

                Or

      Last Four Digits Of ID:

                Or

                Last Name:                (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd7=End
```

--\*

## \*--223 Joint Operation Selection Screen MHADN501 (Continued)

**B Error Messages**

The following table describes the error messages that may be displayed on Screen MHADN501.

<b>Error Message</b>	<b>Explanation</b>	<b>Action</b>
"Must Enter Producer ID Number and Type, Last 4 Digits of ID, or Last Name"	"Enter" was pressed without selecting a producer.	Select a specific joint operation by entering any of the following: <ul style="list-style-type: none"> <li>• joint operation's ID number and ID type</li> <li>• last 4 digits of the ID number</li> <li>• name of the joint operation.</li> </ul>
"Producer Not Found on Name and Address File"	An ID number was entered that is not on the name and address file.	Ensure that the correct ID number is entered, or select the joint operation by entering the joint operation's name.
"Producer Must Be a Joint Operation"	A valid ID number was entered, but the producer is not either of the following: <ul style="list-style-type: none"> <li>• general partnership</li> <li>• joint venture.</li> </ul>	
"Joint Operation's Gross Revenue Flag Is Not 'N'"	A valid joint operation was selected, but the joint operation's disaster gross income flag is not set to "N" in the eligibility file.	Update the eligibility file for the joint operation according to 2-PL.
"Joint Operation Is Not Loaded In The Entity File"	A valid joint operation was selected, but the joint operation's member data is not loaded in the entity file.	Update the entity file for the joint operation according to 2-PL.

--\*

**\*--224 Member Selection Screen MHADN502**

**A Example of Screen MHADN502**

Screen MHADN502:

- displays all active members of the selected joint operation for the applicable year
- allows users to select which members are ineligible for payment because of the \$2.5 million gross revenue provisions.

Following is an example of Screen MHADN502.

```

2002 CDP                               Selection  MHADN502
Member Selection Screen                 Version: AE72  06/06/2003 10:31 Term E2
-----
Joint Op: GREEN BROTHERS                ID Number/Type: 461234567 E

Sel   Member ID/Type   Member Name           Flagged as
-----
  -    123456789 S     JOHN SMITH            Ineligible
  -    234567890 S     JANE JOHNSON

Cmd5=Update  Cmd7=End  Cmd24=Delete
    
```

--\*

**\*--224 Member Selection Screen MHADN502 (Continued)**

**B Error Messages**

The following table describes the error messages that may be displayed on Screen MHADN502.

<b>Error Message</b>	<b>Explanation</b>	<b>Action</b>
"Must Enter an 'X' to Select a Member"	Something other than "X" was entered in the "Sel" field.	ENTER "X" next to the member to be selected.
"At Least 1 Member Must Be Selected"	A command key was pressed, but no members were selected.	
"Only 1 Member Can Be Selected for Deletion"	<ul style="list-style-type: none"> <li>• More than 1 member was flagged with "X" in the "Sel" field.</li> <li>• "Cmd24" was pressed.</li> </ul>	<p>Only 1 member can be deleted from the gross revenue ineligibility file at a time.</p> <ul style="list-style-type: none"> <li>• ENTER "X" next to 1 member to be deleted.</li> <li>• PRESS "Cmd24".</li> <li>• Repeat the process for each additional member.</li> </ul>
"Selected Member Has Not Been Flagged as Ineligible"	<ul style="list-style-type: none"> <li>• "X" was entered in the "Sel" field for a member who is not flagged as ineligible.</li> <li>• "Cmd24" was pressed.</li> </ul>	Re-select the member who should be deleted from the gross revenue ineligibility file.

--\*

**\*--Section 6 CDP Reports****225 Crop Disaster Program Reports Menu MHADRM****A Overview**

This section provides procedure for printing various reports relating to CDP. Menu MHADRM will be displayed when option 2, "Reports", is selected on Crop Disaster Program Main Menu MHAD00 according to paragraph 178.

**B Example of Menu MHADRM**

Following is an example of Menu MHADRM.

```

COMMAND                                MENU: MHADRM                                F5
Crop Disaster Program Reports Menu
-----
      1. Crop Loss Disaster Table
      2. Reconciliation Report
      3. CDP RMA Download Reports
      4. Blank CCC-564
      5. Producer CCC-564(s)
 * 6. Insurable Crop Information Report
      7. CDP RMA Deleted Download Reports
      8. CDP Production Discrepancy Report
 * 9. Linkage Noncompliance Report

     21. Return to Application Selection Menu
     23. Return to Primary Selection Screen
     24. Sign Off

Cmd3=Previous Menu                                *=Option currently not available.

Enter option and press "Enter".

```

--\*

**\*--226 Reconciliation Report**

**A Printing the Reconciliation Report**

Follow this table to print the reconciliation report from Menu MHADRM.

<b>Step</b>	<b>Menu or Screen</b>	<b>Action</b>	<b>Result</b>
1		Access Menu MHAD00 according to subparagraph 178 A.	Menu MHAD00 will be displayed.
2	MHAD00	ENTER "2", "Reports", and PRESS "Enter".	Menu MHADRM will be displayed.
3	MHADRM	ENTER "2", "Reconciliation Report", and PRESS "Enter".	Screen MHADPS01 will be displayed.
4	MHADPS01	Enter the appropriate printer ID and PRESS "Enter".	Menu MHADRM will be redisplayed.

**B Reconciliation Report Messages**

Use the messages on the reconciliation report to identify corrective action that needs to be taken. The following table identifies the error messages on the reconciliation report.

<b>Message</b>	<b>Reason for Message</b>	<b>County Office Action</b>
"No Eligibility Record on File"		Ensure that the subsidiary files have been updated properly for the producer for the applicable year.
"Person Determination Flag in ST XX CNTY XXX is Invalid"	Person determination flag in the specified county is invalid. See paragraph 251 to determine valid flags.	Determine whether the flag is correct in the specified county and update, if necessary.
"AD-1026 Flag in ST XX CNTY XXX is Invalid"	AD-1026 flag in the specified county is invalid. See paragraph 251 to determine valid flags.	Determine whether the flag is correct in the specified county and update, if necessary.

--\*

## \*--226 Reconciliation Report (Continued)

## B Reconciliation Report Messages (Continued)

Message	Reason for Message	County Office Action
"Disaster Gross Income Flag in ST XX CNTY XXX is Invalid"	Disaster gross income flag in the specified county is invalid. See paragraph 251 to determine valid flags.	Determine whether the flag is correct in the specified county and update, if necessary.
"6-CP Flag in ST XX CNTY XXX is Invalid"	6-CP flag in the specified county is invalid. See paragraph 251 to determine valid flags.	Determine whether the flag is correct in the specified county and update, if necessary.
"Controlled Substance Flag in ST XX CNTY XXX is Invalid"	Controlled substance flag in the specified county is invalid. See paragraph 251 to determine valid flags.	Determine whether the flag is correct in the specified county and update, if necessary.
"Multiple Invalid Eligibility Flags"	The individual or entity being paid has multiple invalid eligibility flags.	Print Report MABDIG to determine the invalid flags.
"Member Does Not Meet Gross Revenue Requirement"	Member of a joint operation has been recorded in the system as exceeding the \$2.5 million gross revenue eligibility requirement. Member is ineligible for disaster benefits.	Determine whether the member does exceed the \$2.5 million gross revenue eligibility requirement.  <b>Note:</b> Failure to remove members erroneously entered on the gross revenue file will result in nonpayment for the member.
"CCC-564 Has Not Been Enrolled or Approved"	CCC-564 has not been enrolled or approved according to paragraph 215.	Enroll CCC-564 according to paragraph 215, if applicable.

--\*

\*--226 Reconciliation Report (Continued)

**B Reconciliation Report Messages (Continued)**

Message	Reason for Message	County Office Action
"CCC-564 Has Not Been Approved"	CCC-564 has been enrolled according to paragraph 215, but a COC approval date has not been entered according to paragraph 215.	Approve CCC-564 according to paragraph 215, if applicable.  <b>Note:</b> The approval date shall not be entered until COC approval has been obtained.
"Unharvested Payment Factor Has Been Manually Adjusted for (crop)"	The County Office has manually adjusted the unharvested payment factor that was provided on the disaster crop table.	Ensure that the correct unharvested payment factor has been used and updated, if necessary.
"Unharvested Payment Factor is Greater Than STC Established Payment Factor for (crop)"	The adjusted, unharvested payment factor is greater than the STC-established payment factor on the disaster crop table.  <b>Note:</b> This will only occur if the STC-established unharvested payment factor on the disaster crop table is changed to a value lower than the adjusted, unharvested payment factor that was entered on CCC-564.	Access and update CCC-564 with the applicable unharvested payment factor.
"Unit of Measure Does Not Match the Unit of Measure on the Crop Table for (crop)"	The County Office has adjusted the unit of measure that was provided on the CDP crop table.	Access and update CCC-564 with the unit of measure from the CDP crop table.

--\*

\*--226 Reconciliation Report (Continued)

**B Reconciliation Report Messages (Continued)**

Message	Reason for Message	County Office Action
"County Assigned Marketing Percentages Do Not Equal 100 Percent"	County-assigned marketing percentages were entered into the system for a crop with the intended use of "FH", "PR", or "JU", and the total marketing percentages for the use do not equal 100 percent.	Ensure that the marketing percentages have been entered correctly according to paragraphs 188 and 203.
"Producers Historical Marketing Percentages Do Not Equal 100 Percent"	Producer's historical marketing percentages were entered into the system for a crop with the intended use of "FH", "PR", or "JU", and the total marketing percentages for the use do not equal 100 percent.	Ensure that the marketing percentages have been entered correctly according to paragraphs 188 and 203.
"Acres for Primary, Secondary, and/or Tertiary Uses Do Not Match"	The acres entered on CCC-564 for "FH", "PR", and/or "JU" intended uses do not match. The acres entered for all uses shall be the same.	Ensure that the acres for "FH", "PR", and/or "JU" have been entered correctly.
"Yield has been Manually Adjusted for (crop)"	The County Office has adjusted the historical yield that was provided.	Situations in which yields can be adjusted are very limited. Ensure that the correct policy was followed for adjusting the yield. If the yield was not adjusted according to policy, correct the yield to reflect the higher of the producer's APH or the county average yield.
"Selected Producer Not Loaded on the Joint Operation File"	The producer is loaded as an "02" or "03" in the name and address file, but is not active in the applicable year entity file.	The joint operation shall be loaded in the applicable year entity file according to 2-PL.

--\*

\*--226 Reconciliation Report (Continued)

**B Reconciliation Report Messages (Continued)**

Message	Reason for Message	County Office Action
"An Eligibility Record Exists for Member"	This will only happen if a member of a joint operation is added to the gross revenue file and is subsequently added to a farm creating an eligibility record.	Remove the producer from the gross revenue file and change the disaster gross income flag in the new eligibility record.
"Historical Yield Does Not Match County Average Yield on the Crop Table for (crop)"	CCC-564 is on file for an uninsured crop. A yield, other than the county average yield, was used and should not have been used.	Access and update CCC-564 with the county average yield from the CDP crop table.
"Historical Yield is Not the Greater of County Average/Producer APH for (crop)"	The yield being used on the producer's record does not match the greater of the county average yield or the producer's APH. This will only occur if the producer's APH has been updated.	Access and update CCC-564 for the crop.  <b>Note:</b> If current policy provides for yield adjustment, no action is necessary.
"Producer has Temporary ID Number, CDP Payments Cannot be Issued"	The producer is loaded in AS/400 with a temporary ID number.	The producer must have a permanent ID number to receive CDP payments.
"A CCC-564 Record Has Been Deleted"	The County Office has deleted CCC-564 after the record was updated.	Determine whether CCC-564 was deleted in error, if so, update the record. If CCC-564 should have been deleted, no action is necessary.

--\*

\*--226 Reconciliation Report (Continued)

**B Reconciliation Report Messages (Continued)**

Message	Reason for Message	County Office Action
"Pay Crop/Pay Type Does Not Match the Pay Crop/Pay Type on the Crop Table for (crop name)"	The pay crop/pay type has changed since the producer's CCC-564 was updated.	Access and update CCC-564 to ensure that the correct pay crop/pay type is used.
"CCC-564 Has Been Disapproved"	CCC-564 has been disapproved according to paragraph 215.	Determine whether CCC-564 was disapproved in error, if so, update the record. If CCC-564 should have been disapproved, no action is necessary.
"Total Additional Quality Does Not Equal Actual Harvested Production"	The total of load level production does not mach the actual production loaded on Load Acres/Production Screen MHADIH01 or MHADWH01.	Access and update the load levels to ensure that the correct production is loaded.  <b>Note:</b> Application cannot be approved if the total additional quality does not match the actual harvested production.

--\*

**\*--227 CDP RMA Download Reports**

**A Overview**

FSA and RMA, to assist County Offices with the administration of CDP, are providing eligible producer download files to County Offices that will administer CDP for applicable producers.

**B CDP RMA File**

County Offices received a CDP RMA file containing all producers who purchased insurance on a 2001/2002 insurable crop in that county.

The CDP RMA file:

- is used to prefill data on CCC-564 to provide automated support to the CDP application process
- will be supplemented weekly because RMA will be continually providing updates of producers' loss records to KC-ITSDO for mainframe processing and download to County Offices.--\*

**\*--227 CDP RMA Download Reports (Continued)****C Types of CDP RMA Reports**

County Offices may receive up to 3 types of CDP RMA reports. Each report will list producers who purchased insurance on a 2001/2002 insurable crop. Separate reports will be printed for each year for the following producers.

- Producers who are active in the County Office name and address and the applicable year farm producer files.
- The County Office has a record of the producer in the name and address file, but the producer is not on the applicable year farm in the county. The County Office must add the producer to a farm in the applicable year farm files, if the producer applies for CDP benefits in the county.
- The County Office has no record of the producer on file. The County Office must add the producer to the County Office's files, if the producer applies for CDP benefits in the county.

**Exception:** Producers, who suffered a loss on land in this county but whose farm records are administered in an adjacent county, may appear on the report. If the producer applies for CDP benefits in this county, the County Office where the land is physically located must send the producer, as well as a copy of the report about the producer, to the County Office that administers the farm records.

When the producer applies for benefits in the administrative County Office, that County Office must manually add the producer's CDP RMA data to the worksheet application.--\*

**\*--227 CDP RMA Download Reports (Continued)**

**D Printing CDP RMA Reports**

CDP RMA reports will print:

- during start-of-day processing after a RMA download file has been received
- when option 3, "CDP RMA Download Reports", is selected on Menu MHADRM.

**Note:** From Printer Selection Screen MHADDR01, the CDP RMA Download Report can be printed:

- by specific producer ID number and type
- for "all producers" by leaving the "Producer ID Number and Type" field blank.--\*

## 227 CDP RMA Download Reports (Continued)

**E Understanding the CDP RMA Report**

All producers who purchased insurance on a 2001/2002 insurable crop in the county will be printed on the CDP RMA report. All downloaded records contain the following information provided by RMA:

- ID number and type
- producer's name
- unit number
- farm number
- crop name
- plan code
- crop type
- practice
- producer's share
- crop yield
- reported acres.

A producer receiving an indemnity payment on a 2001/2002 insurable crop will have additional information printed on the CDP RMA report. The producer's records with a loss amount will also show the following:

- stage
- production to count
- determined acres (loss acres)
- net indemnity.

All information on the CDP RMA report is for informational purposes only. When the producer's insured unit and crop are accessed, data from the downloaded files will be automatically loaded into the CCC-564 software.

Any producer covered under GRP, GRIP, dollar, or revenue insurance will have a production to count of "0".

**\*--F Malting Barley**

The RMA download provides 2 units for producers that have malt barley endorsements. The original unit provides the production loss data and the "duplicate" unit has data for the malt endorsement. In this case, CDP payments shall only be issued on the original unit. The indemnities for both units shall be used in the net indemnity. See subparagraph 62 I. COC shall correct the net indemnity for the original unit to include the net indemnity for the duplicate unit.--\*

## 227 CDP RMA Download Reports (Continued)

**G Stage Code Definitions**

The following table provides the stage code definitions displayed on the CDP RMA Download Report. The stage codes designated as not eligible appear on the report, but the loss record does not prefill and shall not be added by the user.

<b>Stage</b>	<b>Definition</b>
UH	unharvested
H	harvested
P	uninsured loss, not eligible
NR	not replanted (not available for CAT coverage), not eligible
OO	stage code not applicable
NC	not certified due to insured causes (not available for CAT coverage), not eligible
C	certified for seed (not available for CAT coverage), not eligible
HD	harvested dry
1	stage 1 or I
2	stage 2 or II
3	stage 3 or III
4	stage 4 or IV
FL	final loss - GRP/GRIP crops only
PB	bypassed because of uninsured cause of loss
UB	bypassed because of insured cause of loss
P2	prevented planting - unplanted acreage
PF	prevented planting - unplanted acreage with 5 percent buy up option
PT	prevented planting - unplanted acreage with 10 percent buy up option
RR	raisin reconditioning, not eligible
RS	replanted seed
RT	replanted transplants
S	spring-seeded acreage with 56-74% stand
R	replanted (not available for CAT coverage)
1G	stage that acreage was gleaned
2G	stage that acreage was gleaned
3G	stage that acreage was gleaned
4G	stage that acreage was gleaned
HG	harvested gleaned acreage
W1	acreage to be paid under Winter Coverage Option (Not available for CAT)

## 227 CDP RMA Download Reports (Continued)

**H RMA Plan Codes**

RMA plan codes are displayed on the download reports to provide information on the type of insurance plan the producer purchased for the crop. For certain plan codes, production evidence is not provided in the download report. As a result, producers are required to provide additional production evidence to support the loss claim. A list of plan codes where additional production evidence may be required is shown in the following table.

**Note:** See paragraph 115 for further information on types of insurance requiring additional production evidence.

<b>Plan Code</b>	<b>Policy Type</b>	<b>Crop Code(s)</b>
12	GRP	0011, 0021, 0033, 0041, 0048, 0051, 0075, 0081, 0091
40	Tree Based Dollar Amount of Insurance	0207, 0208, 0209, 0210, 0211, 0212, 0213, 0214
41	Pecans	0020
43	Aquaculture Dollar	0116
46	Avocados	0019
50	Dollar Crops	0024, 0032, 0044, 0057, 0065, 0073, 0083, 0086, 0105, 0240, 0241, 0242, 0243, 0244, 0245, 0246, 0247, 0248, 0249, 0250, 0251
55	Yield-Based Dollar Amount of Insurance	0050, 0062
73	GRIP	0041, 0081

**\*--228 RMA Identified/Probable Data (Download) Deficiencies for CDP**

**A Reports of Probable and Determined Program Deficiencies and Policyholder Alerts**

RMA may provide States with Reports of Probable and Determined Program Deficiencies and Policyholder Alerts identifying producers and associated counties with coding to identify RMA areas of deficiency and/or policyholder alert concerns.

Although the wording “sections” and “parts” may be used interchangeably when referring to codes, the following are code definitions with required County Office action.

<b>Code</b>	<b>Description</b>	<b>Action</b>
1	<p>Provides details on policies with final determinations by RMA but without corrections to the database.</p> <p>There is still an opportunity for appeal and further review although RMA Compliance has determined with some certainty that there is a problem with the policy.</p>	<p>FSA shall carefully review and compare policy information with producer information. To ensure the CDP payment is correct, additional producer information may be required.</p>
2	<p>Contains information on RMA programs that RMA Compliance has identified as having potential problems that could cause downloaded data to be in questions.</p>	<p>Counties shall review producer applications and request supporting documentation as deemed necessary.</p>
3	<p>Lists producers for whom preliminary information at face value for these producers and shall verify the accuracy of each producer’s application and certification.</p>	<p>When notified of a deficiency, State Offices shall inform County Office of the following:</p> <ul style="list-style-type: none"> <li>• RMA program deficiency</li> <li>• program impact</li> <li>• corrective action required.</li> </ul>

**Note:** County Offices shall ensure corrective action is carried out.--\*

**\*--229 CDP RMA Deleted Download**

**A CDP RMA Deleted Download Reports**

The CDP RMA Deleted Download Report lists producers whose RMA insurance policies have been deleted by RMA because of an incorrect:

- ID number on the policy
- unit structure on the policy.

County Offices shall use the CDP RMA Deleted Download Report to assist in determining whether a producer should be removed from an application.

The CDP RMA Deleted Download Report:

- will print during start-of-day when the download file is received
- can be printed using option 7, "CDP RMA Deleted Download Reports", on Menu MHADRM according to paragraph 225.

**Note:** From Printer Selection Screen MHADDR01, CDP RMA Deleted Download Reports can be printed:

- by specific producer ID number and type
- for "all producers" by leaving the "Producer ID Number and Type" field blank.--\*

**\*--230 Crop Disaster Program Production Discrepancy Report MHADR8-R001**

**A Overview**

2001/2002 Report MHADR8-R001 identifies insured applications where production downloaded from RMA does not match the production loaded on the CDP application. All insured applications with an enrollment date will be included for comparison, except those where production was assigned using "A" or "O".

**Note:** Production only applies to harvested and unharvested production. Prevented planting does not have production associated to that acreage.

To compensate for possible rounding errors, a tolerance:

- equal to or less than .10 will be followed for crops measured in hundredweight or tons
- of 1 will be followed for all other units of measure.

**B Printing Report MHADR8-R001**

2001/2002 Report MHADR8-R001 will print when option 8, "CDP Production Discrepancy Report", is selected on Menu MHADRM. See paragraph 225 for additional information.--\*

**\*--230 Crop Disaster Program Production Discrepancy Report MHADR8-R001 (Continued)**

**C Example of Report MHADR8-R001**

Following is an example of Report MHADR8-R001.

TEXAS		USDA-FSA				Prepared: xx-xx-2003	
I. MEDINA (COMPL)		2001 Crop Disaster Program					
Report ID: MHADR8-R001		Production Discrepancy Report				Page: 1	
<p>This report identifies the producers whose production on their CDP application does not match the production that was downloaded from RMA. County Offices shall ensure the correct production has been used on the producers CDP application.</p>							
<u>Producer ID</u>	<u>Name</u>					<u>RMA Download Date</u>	
<u>Unit</u>	<u>RMA Crop</u>	<u>RMA Type</u>	<u>RMA Prac</u>	<u>Stage</u>	<u>Meas</u>	<u>CDP Production</u>	<u>RMA Production</u>
123456789	S	No download data for this producer.				00-00-0000	
1	0033	351	002	H	TON	200.00	
1	0215	997	002	H	CON	50	
1	WHEAT	011	002	H	BU	100	
1.01	WHEAT	997	005	U	BU	30	
1.03	WHEAT	997	005	H	BU	5	
End of Report							

**D Handling Discrepancies**

This subparagraph identifies discrepancies that may be listed on Report MHADR8-R001 and how County Offices shall handle the discrepancies. This subparagraph may not be all inclusive.

**Note:** Producers must sign a new CCC-564 if changes are made to data for which the producer is responsible for certifying as being true and correct.

Situation	Explanation	Action
No loss record is provided by RMA.	The "RMA Production" field will be blank on Report MHADR8-R001 because RMA did not download any production data.	The production data provided by the producer must be used to determine the loss because it is the only data available to FSA. If the CDP application has been approved by COC, no further action is required by the County Office.

--\*

\*--230 Crop Disaster Program Production Discrepancy Report MHADR8-R001 (Continued)

D Handling Discrepancies (Continued)

Situation	Explanation	Action
<p>A loss record was not available when the application was taken.</p>	<p>RMA had not processed a producer's claim before the producer applied for CDP and, as a result, a loss record was not provided on the CDP RMA Download Report. Subparagraph 46 A instructs County Offices to accept production evidence from FCIC or reinsured companies when loss records are not downloaded. County Offices may have subsequently received the loss record by using an RMA download. The data received by using the RMA download may differ from the data received from FCIC or the reinsured company.</p>	<ul style="list-style-type: none"> <li>• Use the production from the loss record provided on the CDP RMA Download Report or, if applicable, assign production according to paragraph 60.</li> <li>• Access the application and manually update the production to reflect what is displayed in the ARMA Production" field on Report MHADR8-R001.</li> </ul>
<p>"Cmd16" is used to load an application.</p> <p><b>Note:</b> "Cmd16" should only be used in very limited cases.</p>	<p>There will be no associated RMA download record to match the application record. The "Producer Name" field on Report MHADR8-R001 will display "No download data for this producer."</p>	<ul style="list-style-type: none"> <li>• Review the source documents used when loading the application to ensure that the data was loaded correctly.</li> <li>• Notate on Report MHADR8-R001 that the producer's record is not in error if the data was loaded correctly.</li> <li>• Manually correct the data in the system to match the source document if the data loaded in the application software was entered in error.</li> </ul>

--\*

231-250 (Reserved)

**\*--Part 12 Payment Processing****Section 1 Disaster Payment Provisions****251 General Provisions****A Introduction**

This part contains the following:

- provisions for:
  - processing disaster payments and overpayments
  - canceling disaster payments and overpayments, when applicable
- information about all disaster payment registers
- procedure for printing and information about:
  - the PPH print
  - CCC-564E, CCC-546E-1, CCC-564E-2, and CCC-564E-3
  - NASS Season Average Crop Table.

**B CDP Payment Levels**

CDP payments are calculated at either 50 or 45 percent of the county payment rate for the specified crop based on the crop's insurability status. The payment levels for determining 2001 and 2002 CDP payments are:

- 50 percent of the county payment rate for insured and noninsurable crops
- 45 percent of the county payment rate for crops that are insurable in the county, but the producer did not purchase insurance.

**C Obtaining FSA-325**

FSA-325 shall be completed, according to 1-CM, by individuals or entities requesting payments **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for disaster benefit. Payments shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number.

**Note:** If CCC-564 has been filed by the producer, a revised CCC-564 is not required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.--\*

**\*--251 General Provisions (Continued)****D Administrative Offset**

2001 and 2002 CDP payments are subject to administrative offsets.

**E Bankruptcy**

State and County Offices shall contact the OGC Regional Attorney for guidance on issuing disaster payments on all bankruptcy cases.

**F Payment Limitation Information and Updates**

The \$80,000 payment limitation amount for multi-county and multi-county combined producers will be divided equally among all counties where the producer is active. These allocations will be downloaded from KC-ITSDO on or about June 18, 2003.

**Reminder:** The producer's control county is the only county that can revise PLM allocations. County Offices shall follow procedures in 2-PL, paragraphs 105 and 106 for requesting updates to the PLM set.

CDP payment limitation allocation amounts will be downloaded for the 2002 crop year only. The CDP payment process will read the 2002 payment limitation file to determine the "person's" available allocations regardless of whether the payment is issued for 2001 or 2002. See 2-PF, Part 4 for additional information.

**G Assignments**

County Offices shall process assignments and joint payments according to 63-FI.--\*

**\*--251 General Provisions (Continued)**

**H Determining Payment Eligibility**

The payment process reads the eligibility and multi-county files, **for the year associated with CCC-564**, to determine whether a producer or member of a joint operation is eligible to be paid for that year.

If the producer or member is ineligible to be paid, the individual or entity is listed on the Reconciliation Report with the applicable message. County Offices shall ensure that eligibility flags are updated properly to ensure that the producer receives the most beneficial payment.

**Reminder:** Eligibility flags should accurately reflect COC determinations.

The following table identifies:

- eligibility flags applicable to CDP
- which flags are used to determine producer eligibility in which County Office
- flag values that reflect producer or member eligibility and ineligibility.

**Note:** If a member of a joint operation has been determined ineligible because of the gross revenue provision **and** the member does not have an eligibility record, County Offices shall flag the member in the gross revenue ineligibility file according to paragraph 222.

County	Eligibility Field	Eligible Flags	Ineligible Flags	Flags Requiring Other Determinations
Control County	Person Determination	Y	N, P	blank
Home County	Controlled Substance	Y	N	
	6-CP	Y, B	N, blank	
	AD-1026	Y	N, A, F	
	Disaster Gross Revenue	Y	N	
Other County	Controlled Substance	Y	N	
	6-CP	Y, B	N, blank	
	Disaster Gross Revenue	Y	N	

--\*

**252 (Reserved)**



**\*--253 Final Payments****A Issuing Final Payments**

Funding is not limited for 2001/2002 CDP. Therefore, 100 percent of the final payment for the most beneficial crop year shall be issued as soon as all of the following conditions exist:

- producer has provided all required program documentation
- COC approves the producer's CCC-564
- program regulations are published.

**B CDP Final Payment Factor**

Funding has been provided for emergency financial assistance for producers who incurred losses in the 2001 and 2002 crop years because of a disaster. Because a specific funding allocation has not been provided, a national payment factor will not be applied to final CDP payments.

**C Determining Most Beneficial Year**

Section 202(c) of the Agricultural Assistance Act of 2003 specifies if a producer incurred qualifying crop losses in both the 2001 and 2002 crop years, the producer shall elect to receive assistance for losses incurred in either 2001 crop year or 2002 crop year, but not both.

For producers who apply for both 2001 and 2002 crop losses, the regular payment process compares the net payment amounts computed for each year and issues the payment for the most beneficial year if all eligibility requirements have been met. To ensure that the system computes the most beneficial payment for the producer, County Offices shall ensure that:

- all application data is recorded accurately in the system according to Part 11
- eligibility determinations are updated properly in the system according to 2-PL, Part 2
- combined producer information is updated properly in the system for each applicable year
- joint operation information is updated properly in the system for each applicable year.

Failure to update the system properly may result in producers being overpaid or underpaid.--\*

**\*--253 Final Payments (Continued)**

**D Payments Less Than \$10**

The regular payment process will:

- issue final payments that round to at least \$1
- **not** issue final payments less than 50 cents.

**E Prompt Payment Due Dates**

The Prompt Payment Act applies to 2001/2002 CDP. See 61-FI for additional information.

**F Policy Regarding Typewritten Checks**

County Offices **are not authorized** to issue typewritten checks.

Program policy prohibiting issuance of typewritten checks was developed to:

- maintain fiscal integrity
- prevent mistakes to the extent possible.

Disciplinary action may be taken against any employee who:

- issues a typewritten check
- authorizes issuance of a typewritten check.--\*

**\*--254 CDP Payment Groupings****A Introduction**

To identify the crop definition for payment purposes, 3 variables are included in the disaster crop table for each crop that is downloaded from KC-ITSDO. All payment processes use these variables to "group" all the calculated loss data by producer and unit to determine the disaster payment for the unit. These variables are described in greater detail in the remainder of this paragraph.

**B Planting Period**

For those crops that have multiple plantings within the same crop year, the planting period identifies these plantings as separate crops.

**Example:** Lettuce has 4 plantings during the crop year. A separate record is loaded in the disaster crop table for each planting, which will ensure that the production from the different plantings will not be grouped together.

Crops with the same planting period will be grouped together unless they have different pay crop and pay type codes.

**C Payment Crop Code**

The payment crop code is the code that identifies the "crop" for the specified crop, crop type, and/or intended use for payment purposes. In most cases, the payment crop code is the same as the 2-CP crop code.

**Example:** The 2-CP crop code for timothy hay is "0266". For CDP payment purposes, timothy hay will actually be paid as grass with a payment crop code of "0102".--\*

**\*--254 CDP Payment Groupings (Continued)**

**D Payment Type Code**

The payment type code is the code that identifies how the types and intended uses for a specified crop will be grouped.

**Example:** White and yellow corn have a payment type code of "001". However, sweet corn has a payment crop type code of "002" and is treated as a separate crop. The data on the disaster crop table is downloaded as follows.

Crop Type	Planting Number	Payment Crop Code	Payment Type Code
SWT	01	0041	002
WHE	01	0041	001
YEL	01	0041	001

In this example, white and yellow corn are treated as a same crop for payment purposes because the planting number, payment crop code, and payment type code are all the same. Sweet corn is treated as a separate crop because the payment type code is "002".

**E Example 1**

Producer A has the following loss data.

Unit	Crop	Type	Pay Crop Code	Pay Type Code	Planting Period	Int Use	Disaster Level	Production	Net Production for Payment	Calculated Payment
1.00	Lettuce (0140)	Bos	0140	002	01	FH	13,000	20,000	-7,000	(\$819)
			0140	002	02	FH	1,222	0	1,222	\$7,339

In this example, there are 2 plantings for Boston Lettuce. Because the plantings do not apply against each other, Producer A is:

- not eligible for a CDP payment on the first planting because the calculated payment amount is negative
- eligible for a \$7,339 CDP payment on the second planting.--\*

**\*--254 CDP Payment Groupings (Continued)**

**F Example 2**

Producer B has the following loss data.

Unit	Crop	Type	Pay Crop Code	Pay Type Code	Planting Period	Int Use	Disaster Level	Production	Net Production for Payment	Calculated Payment
1.00	Lentils (0401)		0067	011	01	DE	8209.50	10,000.00	-1,790.50	(\$191)
	Peas (0067)	SNA	0067	011	01	DE	16.80	0	16.80	\$7,310

In this example:

- Lentils has a "0401" 2-CP crop code
- Snap Peas has a "0067" 2-CP crop code.

For CDP payment purposes, both crops have a "0067" payment crop code. As a result, Producer B's loss on Snap Peas will be reduced by \$191 because of the high yield on Lentils.

**G Example 3**

Producer C has the following loss data.

Unit	Crop	Type	Pay Crop Code	Pay Type Code	Planting Period	Int Use	Disaster Level	Production	Net Production for Payment	Calculated Payment
1.00	Wheat (0011)	HRS	0011	011	01	GR	40.76	100.0	-59.24	(\$106)
		HAD	0011	011	01	GR	904.80	880.0	24.8	\$889

In this example, the Hard Red Spring and Hard Amber Durum Wheat have the same pay crop (0011) and pay type (011) on the disaster crop table. As a result, Producer C's Hard Amber Durum Wheat loss will be reduced by \$106 because of the high yield on the Hard Red Spring Wheat.--\*

254 CDP Payment Groupings (Continued)

H Example 4

Same as example 3, except that the intended use for Hard Red Spring Wheat is loaded as "HY". As a result, the payment type codes are established as follows:

- Hard Red Spring for Forage is "002"
- Hard Amber Durum for Grain is "011".

The calculated payment amounts will not be added together for payment purposes because the pay type is different. As a result, Producer C is:

- not eligible for a CDP payment on Hard Red Spring Wheat because the calculated payment amount is negative
- eligible for an \$889 CDP payment on Hard Amber Durum Wheat.

255 Manual Payment Calculations

A Introduction

County Offices shall use the following table for applicable policy and procedure for calculating manual disaster payments.

<b>IF calculating a payment for a...</b>	<b>THEN use...</b>	<b>THEN use the following related policy references...</b>
single market crop	CCC-564A according *--to paragraph 112--*	<ul style="list-style-type: none"> <li>• Part 5</li> <li>• Part 6</li> <li>• Part 7</li> <li>• paragraph 95 for turfgrass</li> <li>• paragraph 96 for honey</li> <li>• paragraph 97 for maple sap</li> <li>• paragraph 98 for ginseng root</li> <li>• Part 10.</li> </ul>
multiple market crop		<ul style="list-style-type: none"> <li>• Part 5</li> <li>• Part 6</li> <li>• Part 7</li> <li>• Part 10.</li> </ul>

255 Manual Payment Calculations (Continued)

A Introduction (Continued)

IF calculating a payment for a...	THEN use...	THEN use the following related policy references...
value loss crop		<ul style="list-style-type: none"> <li>• paragraph 91 for aquaculture</li> <li>• paragraph 93 for ornamental nursery</li> <li>• paragraph 94 for Christmas trees</li> <li>• paragraph 98 for ginseng root.</li> </ul>
insured or uninsured crop		

B When to Manually Calculate Payments

County Offices are **not** required to manually calculate payments for each producer who applies for disaster benefits. However, it is recommended that at least some payments are verified before:

- CCC-184's are issued to producers
- EFT's are transmitted to the producer's financial instructions.

Manual payment calculation worksheets are provided to assist County Offices in reconciling system-calculated payment amounts. County Offices shall use the applicable manual payment calculation form, as described in subparagraph A, to manually calculate disaster payments.

256-270 (Reserved)



**\*--Section 2 Issuing Disaster Payments****271 Overview****A Supporting Files for Integrated Payment Processing**

The CDP payment process is an integrated process that reads a wide range of files to determine whether a payment should be issued and how much should be issued. For payments to be calculated correctly, all supporting files must be updated correctly, including:

- CCC-564 file containing the producer's application data for all units and crops filed in the county
- disaster crop table to determine the CDP payment rate and unharvested and prevented payment factors, as applicable
- 2001 and 2002 eligibility files to determine whether the producer is eligible for payment for the year in which an application was filed
- name and address file to determine:
  - producer's name and address
  - whether a producer has elected to receive payment via direct deposit
  - whether a producer has a receivable, claim, or other agency claim
  - whether a producer has an assignment or joint payee
  - whether the producer has refused program payments
  - whether a producer is in bankruptcy status
- 2001 and 2002 entity files for joint operations to determine the members of the joint operation and each member's share of the joint operation for the year in which an application was filed
- 2001 and 2002 combined entity files for members of a combination
- 2002 payment limitation file for multi-county and combined producers to determine the effective payment limitation amount for the producer in the county issuing the payment.--\*

**\*--272 Prerequisites for Issuing Payments**

**A Introduction**

Before issuing any 2001/2002 CDP payments, certain actions must be completed to ensure that the producer is eligible for payment.

**B Action to Be Completed Before Issuing Payments**

This table contains actions that must be completed **before** issuing 2001/2002 CDP payments. COC, CED, or designee shall ensure that the action is completed.

Step	Action
1	Ensure that CCC-564 has been approved by COC and that the approval date has been recorded in the system according to paragraph 215.
2	Ensure that AD-1026 is on file for the applicable year for producers seeking benefits.
3	Ensure that the "person" and "foreign person" determinations are completed according to 1-PL for the applicable year for producers seeking benefits.
4	Ensure that all eligibility flags have been updated according to the determinations made by COC. See 2-PL.
5	Ensure that a 2002 CDP payment limitation allocation has been received from the producer's control county for multi-county producers.
6	Ensure that the joint operation files are updated correctly for the applicable year. See 2-PL.
7	Ensure that the system has been updated properly for producers with direct deposit. See 1-FI.
8	Ensure that the receivable, claim, or other agency claim flag is set to "Y" in the name and address file for producers with outstanding debts.
9	Ensure that all assignments and joint payees have been updated in the system if CCC-36, CCC-37, or both were filed for CDP.
10	Ensure that the bankruptcy flag is set to "Y" in the name and address file for producers in bankruptcy status. See 58-FI.

--\*

**\*--273 Applying Payment Limitation****A Rule**

The payment limitation for 2001/2002 CDP benefits is \$80,000 per "person". For additional information on payment limitation provisions, see paragraph 19.

**B Applying the \$80,000 Payment Limitation**

For multi-county and combined producers, the \$80,000 payment limitation allocation has been added to the **2002** payment limitation file.

Payments issued to multi-county producers shall be limited to the amount allocated to each County Office for counties in which the producer has filed either a 2001 or 2002 CDP application. The CDP payment process reads the 2002 payment limitation file to determine the "person's" available allocations regardless of whether the application was filed for crop losses for 2001 or 2002.

See 2-PL for additional information on payment limitation allocations.

**C When Payment Limitation is Reached**

When the sum of payments on the payment history file or pending payment file reaches or exceeds the effective payment limitation for the "person", the following messages will be printed on the nonpayment register:

- "Producer Has Reached Payment Limitation"
- "Payment Limitation Has Been Exceeded".

See paragraph 334 for additional information on nonpayment register messages.--\*

**\*--274 Accessing the 2001/2002 Payment Processing Software**

**A Accessing Payment Processing Menus**

All options for 2001/2002 CDP payment processing are available on 2001/2002 CDP Payment Processing Main Menu MHADN0. Access Menu MHADN0 according to the following table.

**Reminder:** The 2001/2002 CDP payment process determines the most beneficial year based on all applications filed and approved for payment for 2001 and 2002 crop losses. As a result, all CDP payments are issued through the same process regardless of the year being paid.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.
3	FAX07001	ENTER "11", "PFC/DCP/Compliance".
4	M00000	ENTER "1", "NAP and Disaster".
5	MH0000	ENTER "1", "crop Disaster Program".
6	MHA0YR	ENTER "5", "2001/2002 Payment Processing".

**B Example of Menu MHADN0**

This is an example of Menu MHADN0.

```

COMMAND                                MHADN0                                E2
2001/2002 CDP Payment Processing Main Menu
-----
      1. Issue Payments
      2. Cancel Payables
      3. Overpayment Processing

      5. Reports

      8. Continue Suspended Payment Batch

     20. Return to Application Primary Menu
     21. Return to Application Selection Screen
     22. Return to Office Selection Screen
     23. Return to Primary Selection Menu
     24. Sign off

Cmd3=Previous Menu                                *=Option currently not available.

Enter option and press "Enter".
    
```

--\*

**\*--275 Regular Payment Processing**

**A Computing Payments**

The automated 2001/2002 CDP payment process is an integrated process that reads a wide range of files to:

- determine whether a payment should be issued
- determine which year is the most beneficial for the producer in the county
- calculate the amount that should be issued.

This table describes the system processing sequence to calculate a CDP payment for producers through the regular payment process.

<b>Step</b>	<b>Action Performed by the System</b>
1	Reads the CDP application file to determine: <ul style="list-style-type: none"> <li>• whether the producer has filed an application, and if so, the year associated with each application</li> <li>• which application(s) have been approved for payment by COC.</li> </ul>
2	Reads the disaster crop table to determine the payment rate and the unharvested and prevented payment factors for each crop for the selected producer.
3	Calculates the insured, noninsurable, and uninsured loss amounts for each crop for the selected producer. The loss amounts are "totaled" for all units and crops by the payment crop grouping and by year. The following forms can be used to verify gross payment amounts: <ul style="list-style-type: none"> <li>• CCC-564A according to paragraph 112</li> <li>• CCC-564B according to paragraph 113</li> <li>• CCC-564C</li> <li>• CCC-564D according to paragraph 116.5.</li> </ul>
4	For joint operations, determines the following from the 2001 and/or 2002 joint operation file: <ul style="list-style-type: none"> <li>• members of the joint operation</li> <li>• each member's actual share of the joint operation.</li> </ul>
5	Reads the eligibility file for 2001 and/or 2002 for the selected producer and members of joint operations, if applicable, to determine whether the producer and members are eligible for payment.
6	Computes the earned payment amount for the producer based on eligibility for the producer and/or members of joint operations for each year in which applications were filed. <p><b>Example:</b> Producer files an application for both 2001 and 2002. The producer is eligible for payment in 2001, but not 2002. The calculated payment for 2002 is reduced to zero because of ineligibility and 2001 is the producer's most beneficial year.</p>

--\*

**\*--275 Regular Payment Processing (Continued)**

**A Computing Payments (Continued)**

<b>Step</b>	<b>Action Performed by the System</b>
7	Reads the name and address file to obtain: <ul style="list-style-type: none"> <li>• name and address for the producer</li> <li>• refuse payment flag</li> <li>• receivable, claim, and other agency claim flags</li> <li>• assignment and joint payee flags</li> <li>• bankruptcy flag</li> <li>• nonresident alien flag.</li> </ul>
8	Reads the 2002 payment limitation file to determine the effective payment limitation for multi-county producers and members of combinations.
9	Determines prior payments issued to the producer according to the following: <ul style="list-style-type: none"> <li>• payments issued, minus</li> <li>• receivables established.</li> </ul>
10	Computes the total payment to be issued to the producer by subtracting: <ul style="list-style-type: none"> <li>• earned payment for the most beneficial year determined in step 6, minus</li> <li>• prior payments determined in step 9.</li> </ul> <p>If the earned payment amount for the most beneficial year is greater than payments already issued, the system will then determine whether the producer can be paid because of payment limitation. If the producer has not reached payment limitation, the earned payment amount can be issued to the producer up to the effective payment limitation.</p>
11	Accumulates the earned payment amount computed in step 10 and sends the net payment to the accounting system through the applicable payment batch.

--\*

**276-280 (Reserved)**

**\*--281 Issuing Payments**

**A Processing 2001/2002 CDP Payments**

County Offices shall follow the steps in this table to issue 2001/2002 CDP payments.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	Access Menu MHADN0 according to paragraph 274.	
2	ENTER "1", "Issue Payments", and PRESS "Enter".	Screen MHADPRT2 will be displayed.
3	Screen MHADPRT2 allows the user to select the printer where the pending and nonpayment registers should be sent after payments have been computed. <ul style="list-style-type: none"> <li>• Enter the printer ID number</li> <li>• PRESS "Enter".</li> </ul>	Screen MHADNA01 will be displayed.
4	Screen MHADNA01 provides users with several options for processing payments. Select either specific producers or all producers according to the following.	
	<b>Selection</b>	<b>Action</b>
	Process payments for all producers.	ENTER "ALL" in the "Enter Producer ID Number" field and PRESS "Enter".
Process payments for a selected producer.	Enter 1 of the following and PRESS "Enter": <ul style="list-style-type: none"> <li>• producer ID number and ID type in the "Enter Producer ID Number and Type" field</li> <li>• last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field</li> <li>• producer's last name in the "Producer Last Name" field.</li> </ul>	If the CDP application file is on the system: <ul style="list-style-type: none"> <li>• payments will be computed for the selected producer or all producers with an approved CDP application</li> <li>• The nonpayment and pending payment registers, as applicable, will be sent to the printer selected in step 3</li> <li>• If payments are calculated that can be issued, Screen MHADNN01, "Batch Check and Printing Control", will be displayed</li> <li>• If there are no payments that can be processed:                             <ul style="list-style-type: none"> <li>• a nonpayment register will be printed</li> <li>• Menu MHADN0 will be redisplayed.</li> </ul> </li> </ul>

--\*

\*--281 Issuing Payments (Continued)

A Processing 2001/2002 CDP Payments (Continued)

Step	Action	Result
5	<p>Screen MHADNN01 will be displayed when all payables for eligible producers have been calculated. Payables are sorted into the "B", "A", and "O" payment batches. See paragraph 283 for a complete description of the payment batches.</p> <p>On Screen MHADNN01, do either of the following.</p>	
	<p><b>IF the user wants to...</b></p>	<p><b>THEN ENTER...</b></p>
	<p>process any of the payment batches</p>	<p>"Y" next to the payment batch to be processed.</p> <p><b>Note:</b> The entire batch must be completed before the next payment batch can be processed.</p>
	<p>suspend the payment batch for later processing</p>	<p>The payables are passed through the accounting interface for processing. Complete the payment process and print the transaction statement(s) according to 6-FI.</p> <p>"N" next to any of the payment batches.</p> <p>Menu MHADN0 will be redisplayed.</p>

--\*

\*--282 Payment Selection Screen MHADNA01

A Example of Screen MHADNA01

2001/2002 CDP payments can only be processed by producer. Payments cannot be processed by unit number or crop. However, a variety of options have been developed that provide flexibility in payment processing. Payments can be processed for:

- all producers
- a specific producer by entering the producer ID number and type, the producer's last name, or the last 4 digits of the producer's ID number.

This is an example of the Screen MHADNA01.

```
MHADNA          147-WOODROW          SELECTION          MHADNA01
2001/2002 CDP Selection Screen          Version: AD67  07-01-2003  13:16  Term W5
-----
Enter Producer ID Number: _____ and Type:  _
      (Enter 'ALL' For All Producers)

OR   Producer Last Four Digits of ID:  _____

OR   Producer Last Name
      (Enter Partial Name To Do An Inquiry)

Cmd3=Previous Menu                               Enter=Continue
```

--\*

\*--282 Payment Selection Screen MHADNA01 (Continued)

**B Error Messages**

This table includes error messages that may be encountered on Screen MHADNA01.

<b>IF the following message displays...</b>	<b>THEN...</b>	<b>Action</b>
"Producer is Not on the CDP Application File"	an ID number was entered, but a match was not found on the CDP application file.	Ensure that the correct ID number is entered or select the producer by entering the producer's last name.
"Selected Producer ID or range of Producer ID's conflicts with the Producer ID or range of Producer ID's on Workstation XX."	payment for the producer is being processed on another workstation.	PRESS "Enter" to terminate the request.
"Must enter Producer ID and Type, Last Name, Last 4."	"Enter" was pressed without selecting a producer on Screen MHADNA01.	Select a specific producer or "ALL" to process payments for all producers.
"Invalid Producer ID Type."	an ID number was entered, but: <ul style="list-style-type: none"> <li>• the ID type was not entered</li> <li>• the ID type entered does not match the ID type on the name and address file.</li> </ul>	Ensure that the ID type entered matches the ID type for the selected producer ID number.
"Invalid ID Number - Please Try Again."	an ID number was entered that is not on the name and address file.	Ensure that the correct ID number is entered or select the producer by entering the producer's last name.
"No Producer Selected - Please Try Again."	the last 4 digits of an ID number were entered, but a match was not found on the name and address file.	Ensure that the correct last 4 digits of the ID number are entered or select the producer by entering the producer's last name.
<ul style="list-style-type: none"> <li>• "Entry Must Be Blank When Entering a Producer ID and Type."</li> <li>• "Entry Must Be Blank When Entering Last 4 of Producer ID."</li> <li>• "Entry Must Be Blank When Entering a Producer Last Name."</li> </ul>	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.

--\*

**\*--283 Batch Check and Printing Control Screen MHADNN01**

**A Example of Screen MHADNN01**

After all payment records for selected producers have been processed and the payment amounts have been calculated, Screen MHADNN01 is displayed, if payments can be issued to at least 1 producer that was selected on Screen MHADNA01.

Screen MHADNN01 displays the number of work records:

- to be processed
- that have been processed
- remaining to be processed.

**Note:** The number of work records listed **does not** always match the number of CCC-184's to be printed or the number of EFT's to be processed.

**Example:** If the producer has an assignment and part of the payment is being used to fulfill the assignment, two CCC-184's will be printed, but only 1 work record will be displayed for processing.

This is an example of Screen MHADNN01.

```

MHADNN          147-WOODROW          ENTRY          MHADNN01
2001/2002 Disaster Payments          Version: AD67  07-01-2003 13:16 Term W5
-----
          BATCH CHECK AND PRINTING CONTROL

Warning      Record count does not accurately reflect check
              count especially when 'A' and 'O' batches are processed.

          610 Check records to be processed
              0 Have been processed
          610 Records remain to be processed

Enter (Y)es to start or continue a Batch Print Processing.
Enter (N)o to suspend the Batch Print Processing.

Only one "Y" entry will be accepted.  One "N" entry will suspend all batches.

--- 566 "B" (regular payments) work records to be processed
---  55 "A" (assignments) work records to be processed
---   9 "O" (claims/receivables) work records to be processed

                                     Enter-Continue
    
```

--\*

**\*--283 Batch Check and Printing Control Screen MHADNN01 (Continued)****B Sorting Payable Records**

2001/2002 CDP payables are sorted into 3 categories.

- "B"atch - regular payments that have no special circumstances. These records are sent in batches of 200 or less.
- "A"ssignment - payments marked in name and address as having an assignment or joint payee form on file. These records are sent in batches of 100 or less.
- "O"nline - payments marked in name and address as having a receivable, claim, other agency claim, bankruptcy, deceased, missing, incompetent, or nonresident alien flag. These records are sent in batches of 50 or less.

**Note:** The "O" batch of payments requires user intervention. See 6-FI.

**C Selecting Batches to Print or Suspend**

Batches of payments may be selected for processing in several different ways. The following provisions apply to batch payment processing.

- When a batch of payments is selected, that entire batch must be completed before selecting another batch.
- Batches may be selected in any order.
- After a batch of payments completes printing, the option to select that batch is no longer available.

Payment batches may also be suspended for processing at a later time. The following provisions apply to suspending or suspended payment batches.

- An "N" can be entered next to any payment batch with work records still to be processed and all remaining batches will be suspended.
- If a batch of payments is suspended on Screen MHADNN01 after a portion of the payments in that batch have been printed, that batch must be completed before another batch can be selected.
- If a batch of payments was suspended on Screen MHADNN01, then access option 8 on Menu MHADN0 to continue processing the suspended payment batch.--\*

\*--283 Batch Check and Printing Control Screen MHADNN01 (Continued)

**D Batch Print Capability**

This table lists the options available on Screen MHADNN01.

Selection	Action	Result
Start batch print processing on either of the following batches: <ul style="list-style-type: none"> <li>• "B"</li> <li>• "A".</li> </ul>	ENTER "Y" in the field before either of the following: <ul style="list-style-type: none"> <li>• "B" batch</li> <li>• "A" batch.</li> </ul>	Screen APK00510, Accounting - Checkwriting, is displayed to enter CCC-184 information. See 6-FI.
Start batch print processing on batch "O".	ENTER "Y" in the field before "O" batch.	Screen ABK10001 is displayed. See 6-FI.  <b>Note:</b> Screen ABK10001 allows the user to enter amounts in the "Other Payees" field. This field can be used to process payments for producers with debts, in bankruptcy status or for nonresident aliens. The amount of the setoff and the payee should be known <b>before</b> accessing this batch.
Suspend batch print processing on any of the following batches: <ul style="list-style-type: none"> <li>• "B"</li> <li>• "A"</li> <li>• "O".</li> </ul>	ENTER "N" in the field before any of the following: <ul style="list-style-type: none"> <li>• "B" batch</li> <li>• "A" batch</li> <li>• "O" batch.</li> </ul>	Records are sent to the interim holding file where they remain until Menu MHADN0, option 8, "Continue Suspended Payment Batch" is accessed.  <b>Note:</b> These records must be processed before accessing any other payments on the terminal.

--\*

284-290 (Reserved)



**\*--Section 3 Canceling Payables****291 Canceling Erroneous Payables****A Introduction**

After payment processing has been completed, County Offices shall review transaction statements to ensure that the correct disbursements have been generated. If an error is determined, the payable shall be canceled by accessing option 2, "Cancel Payables", on Menu MHADN0.

**B When to Cancel Payables**

CDP payables shall be canceled using the CDP payment software, **only** when original CDP payable amounts are incorrect and either of the following apply:

- County Office has physical possession of CCC-184
- direct deposit records have not been queued or transmitted.

Extra caution shall be observed when canceling payables to ensure that:

- correct payables are being canceled
- only payables for which CCC-184 is in the office or the direct deposit records have not been queued or transmitted to the producer's financial institution are being canceled
- payables are being canceled through the proper application.

**Note:** See subparagraph D for additional information on when the payable shall not be canceled through the CDP application.

**C When to Cancel Payables Through the Accounting Application**

In some situations, data in the Accounting application needs to be corrected and a substitute CCC-184 issued. Use the Accounting cancel/issue substitute option according to 1-FI when any of these situations apply:

- payee on an original CCC-184 is incorrect
- 1 or more CCC-184's in a printed batch need to be reprinted
- CCC-184 is lost, stolen, or destroyed
- CCC-184 is expired.

**Note:** If the computer-generated CCC-184 numbers on CCC-184's do not match preprinted CCC-184 numbers, see 1-FI, paragraph 233.--\*

**\*--291 Canceling Erroneous Payables (Continued)**

**D When Not to Cancel Payables Through the CDP Application**

**Payables shall not** be canceled from the CDP application when either of the following situations apply:

- CCC-184 is not available
- direct deposit record has been queued or transmitted.

Once CCC-184 has been issued to the producer or the direct deposit record queued or transmitted, an overpayment or underpayment situation applies if the payable was incorrect. County Offices shall take the necessary action to correct the situation that caused the payment to be issued in error, then:

- issue additional payment amounts if the producer was underpaid
- compute and transfer the overpayment amount to CRS.

**E Examples of Payable Cancellation Situations**

This table provides examples of when payables shall be canceled and which application shall be used for the cancellation.

<b>Situation</b>	<b>Action</b>
Something on CCC-564 was entered in the system incorrectly. CCC-184: <ul style="list-style-type: none"> <li>• is generated for the incorrect amount</li> <li>• has not been issued to the producer.</li> </ul>	<ul style="list-style-type: none"> <li>• Cancel the payable through the CDP application.</li> <li>• Correct the situation that caused the payment to be issued incorrectly.</li> <li>• Reissue the payment through regular payment processing.</li> </ul>

--\*

\*--291 Canceling Erroneous Payables (Continued)

**E Examples of Payable Cancellation Situations (Continued)**

Situation	Action	
Something on CCC-564 was entered in the system incorrectly. CCC-184: <ul style="list-style-type: none"> <li>• is generated for the incorrect amount</li> <li>• has already been issued to the producer.</li> </ul>	<b>Do not cancel</b> the payable. Correct the situation that caused the payment to be calculated incorrectly.	
	<b>IF the original CCC-184 resulted in the producer being...</b>	<b>THEN...</b>
	underpaid	issue an additional payment to the producer.
	overpaid	<ul style="list-style-type: none"> <li>• compute an overpayment</li> <li>• transfer the overpayment to CRS</li> <li>• notify the producer according to 67-FI.</li> </ul>
CCC-184 was lost, stolen, or destroyed and notification has been received from KCFO that CCC-184 has not been negotiated.	Issue a substitute CCC-184 using the Accounting cancel/issue substitute option according to 1-FI.	
CCC-184 has expired, but the statute of limitations has not elapsed.		

--\*

**\*--292 Canceling Payables Through the CDP Payment Application**

**A Introduction**

The CDP payment cancellation process has been developed to restrict the number of payables that display on the payment cancellation selection screen. This:

- ensures that the correct payables are displayed for a requested producer
- reduces the possibility that the wrong payable is accidentally canceled.

County Offices shall take extra caution to ensure that the correct payable is selected for cancellation according to paragraph 291.

**B How to Cancel Payables**

Follow the provisions of this table to cancel erroneous payments that **have not been issued** to the producer.

**Reminder:** Do not cancel the payable if:

- CCC-184 has been mailed to the producer
- EFT has been queued or transmitted to the producer's financial institution.

Step	Action		Result	
1	Access Menu MHADN0 according to paragraph 274.			
2	ENTER "2", "Cancel Payable", and PRESS "Enter".		Screen MHADN007 will be displayed.	
3	Screen MHADN007 is an informational warning screen reminding the user that the payable shall not be canceled if:			
	<ul style="list-style-type: none"> <li>• CCC-184 has been mailed to the producer and is not available in the County Office</li> <li>• EFT has been transmitted to the producer's financial institution.</li> </ul>			
	<b>IF the payable is...</b>	<b>THEN...</b>		<b>Action</b>
	available	PRESS "Enter" to continue the cancellation process.		Screen MHADNA02 will be isplayed.
not available	PRESS "Cmd7".	Menu MHADN0 will be redisplayed.		

--\*

\*--292 Canceling Payables Through the CDP Payment Application (Continued)

**B How to Cancel Payables (Continued)**

Step	Action	Result	
4	Screen MHADNA02 requires the user to enter specific data about the payable to be canceled. See paragraph 293 for additional information on Screen MHADNA02.		
	<b>IF the user wants to...</b>	<b>THEN, on Screen MHADNA02...</b>	
	continue with the payable cancellation	<ul style="list-style-type: none"> <li>• enter the following data:                             <ul style="list-style-type: none"> <li>• producer's ID number and type, last 4 digits of the producer's ID number, or the producer's last name</li> <li>• transaction number for the payable to be canceled</li> </ul> </li> </ul> <p><b>Note:</b> See paragraph 322 for additional information on how payables are updated to the payment history file.</p> <ul style="list-style-type: none"> <li>• PRESS "Enter".</li> </ul>	<p>If there is an active payable on the payment history file that matches the criteria entered, Screen MHADNS01 will be displayed.</p> <p><b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed, allowing the user to select the desired producer.</p>
end processing without canceling a payable	PRESS "Cmd3".	Menu MHADN0 will be redisplayed.	
5	<p>Screen MHADNS01 provides the user with information about the payable being canceled, including:</p> <ul style="list-style-type: none"> <li>• producer name and ID number and type</li> <li>• transaction number for the payable being canceled</li> <li>• date the payable was issued</li> <li>• applicable payment year</li> <li>• net payment amount.</li> </ul>		
	<b>IF the user wants to...</b>	<b>THEN, on Screen MHADNS02...</b>	
	cancel a payable associated with CCC-184	<ul style="list-style-type: none"> <li>• ENTER "X" in the "SEL" field next to the payable for cancellation</li> <li>• ENTER "N" in answer to the question "Has the payment been mailed or transmitted to the producer?"</li> </ul> <p><b>Reminder:</b> The payable <b>shall not</b> be canceled if the check is not available in the County Office.</p> <ul style="list-style-type: none"> <li>• PRESS "Cmd5" to cancel the payable.</li> </ul>	<p>A verification message will be displayed on Screen MHADNS02.</p> <p>If the selections are correct, PRESS "Cmd5" again and Screen ANK52010 will be displayed.</p> <p><b>Warning:</b> When "Cmd5" is pressed again, users will not have another opportunity to end processing without canceling the payable.</p>

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\*--292 Canceling Payables Through the CDP Payment Application (Continued)

**B How to Cancel Payables (Continued)**

Step	Action		Result
5 (Cntd)	<b>IF the user wants to...</b>	<b>THEN, on Screen MHADNS02...</b>	
	cancel an EFT payable	<ul style="list-style-type: none"> <li>• ENTER "X" in the "SEL" field next to the payable for cancellation</li> <li>• ENTER "N" in answer to the question, "Has the payment been mailed or transmitted to the producer?"</li> </ul> <p><b>Reminder:</b> The payable <b>shall not</b> be canceled if the EFT record has been transmitted.</p> <ul style="list-style-type: none"> <li>• PRESS "Cmd5" to cancel the payable.</li> </ul>	<p>A verification message will be displayed on Screen MHADNA02.</p> <p>If the selections are correct, PRESS "Cmd5" again and Screen ANK52040 will be displayed confirming that the payable has been deleted from the direct deposit file. PRESS "Enter" on Screen ABK53005 to print the producer transaction statement.</p> <p><b>Warning:</b> When "Cmd5" is pressed again, users will not have another opportunity to end processing without canceling the payable.</p> <p><b>Note:</b> Screen ANK52020 will be displayed if the selected payable has already been transmitted to the producer's financial institution. Follow 6-FI to establish the receivable.</p>
	end without canceling	PRESS "Cmd7".	Menu MHADN0 will be redisplayed.
6	Screen ANK52010 requires the user to specify whether or not CCC-184 is available. How this question is answered will determine whether receivables are or are not created. For fiscal tracking purposes, it is very <b>important</b> that this question be answered accurately.		
	<b>IF CCC-184 is...</b>	<b>THEN, on Screen ANK52010...</b>	
	available in the County Office and has not been cashed by the producer	<ul style="list-style-type: none"> <li>• ENTER "Y" in answer to the question, "Is the check to be canceled available?"</li> <li>• PRESS "Enter".</li> </ul>	Screen ANK53005 will be displayed. Follow 6-FI to complete the cancellation process.
not available	<ul style="list-style-type: none"> <li>• ENTER "N" in answer to the question, "Is the check to be canceled available?"</li> <li>• PRESS "Enter".</li> </ul>	Screen ANK52020 will be displayed. Follow 6-FI to properly establish the receivable.	

--\*

**\*--293 Cancellation Selection Screen MHADNA02**

**A Example of Screen MHADNA02**

CDP payments can only be canceled if both of the following are entered on Screen MHADNA02:

- producer identification by entering any of the following:
  - producer ID number and type
  - the producer's last name
  - last 4 digits of the producer's ID number
- transaction number associated with the payable issued to the specified producer.

**Note:** See paragraph 322 for additional information on the PPH print and how records can be identified.

The CDP payment cancellation process has been developed to restrict the number of payables that display on the payment cancellation selection screen. This:

- ensures that the correct payables are displayed for a requested producer
- reduces the possibility that the wrong payable are accidentally canceled.

This is an example of the Screen MHADNA02.

```

MHADNA          147-WOODROW          SELECTION          MHADNA02
2001/2002 CDP Cancel Screen          Version: AD67  07-01-2003  13:16  Term W5
-----
Enter Producer ID Number: _____ and Type:  _
      (Enter 'ALL' For All Producers)

OR   Producer Last Four Digits of ID: _____

OR   Producer Last Name
      (Enter Partial Name To Do An Inquiry) _____

AND  Transaction Number _____

Cmd3=Previous Menu                               Enter=Continue
    
```

--\*

\*--293 Cancellation Selection Screen MHADNA02 (Continued)

**B Error Messages**

This table describes the error messages that may display on Screen MHADNA02 when processing cancellations.

**Recommendation:** The PPH print includes all payables issued to the producer, along with the transaction number for each payable. It is recommended that County Offices use the PPH print to verify the payable to be canceled.

IF the following message displays...	THEN...	Action
"Enter Producer ID & Type or Last 4 of ID or Last Name AND Transaction Num."	"Enter" was pressed without selecting a producer and transaction number on Screen MHADNA02.	Select a specific producer and enter the associated transaction number for the payable to be canceled.
"Transaction Number Must be Entered."	a producer ID number was entered, but the transaction number field was left blank.	Enter the associated transaction number for the payable to be canceled.
"Producer Does Not Have an Active Record on the Payment History File."	a valid producer was selected, but there are no records on the payment history file associated with the selected producer.	Ensure that the correct ID number is entered or select the producer by entering the producer's last name.
"Invalid Transaction Number - Please Try Again."	a valid producer was selected and there are records on the payment history file associated with the producer, but the transaction number entered does not match the transaction number for any payable associated with the producer.	Enter the transaction number associated with the record for the payable. Refer to PPH to determine transaction numbers.  <b>Note:</b> See paragraph 322 for additional information on the data printed on PPH.
"Invalid ID Number - Please Try Again."	an ID number was entered that is not on the name and address file.	Ensure that the correct ID number is entered or select the producer by entering the producer's last name.

--\*

\*--293 Cancellation Selection Screen MHADNA02 (Continued)

**B Error Messages (Continued)**

<b>IF the following message displays...</b>	<b>THEN...</b>	<b>Action</b>
"No Producer Selected -- Please Try Again."	the last 4 digits of an ID number was entered, but a match was not found on the name and address file.	Ensure that the correct last 4 digits of the ID number are entered or select the producer by entering the producer's last name.
<ul style="list-style-type: none"> <li>• "Entry Must Be Blank When Entering a Producer ID and Type."</li> <li>• "Entry Must Be Blank When Entering Last 4 of Producer ID."</li> </ul>	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.
"Selected Producer ID or range of Producer ID's conflicts with the Producer ID or range of Producer ID's on Workstation XX."	cancellation for the producer is being processed on another workstation.	PRESS "Enter" to terminate the request.

--\*

**\*--294 Payable Cancellation Screen MHADNS01**

**A Example of Screen MHADNS01**

After a payable has been selected on Screen MHADNA02, the payable cancellation screen is displayed. This screen displays data from the payment history file to allow the user to verify that the correct payable has been selected. The following information is displayed on Screen MHADNS01:

- producer name, ID number, and ID type
- transaction number for the selected payable
- payment issue date
- applicable payment year
- net payment amount.

**Note:** Because the payable was selected by entering the transaction number on Screen MHADNA02, only 1 payable will be displayed for cancellation on Screen MHADNS01.

The following fields require entry on Screen MHADNS01.

Field	Description/Entry	
SEL	Allows the user to select the payable to be canceled. ENTER "X" next to the payable to be canceled.	
Has the payment been mailed or transmitted to the producer?  <b>Note:</b> Answering this question may not affect whether receivables are created when the cancellation is complete.	ENTER "Y" or "N".	
	If the user enters...	THEN...
	"N" indicating that the payment is in the County Office or that EFT has not been transmitted	a message will be displayed instructing the user to PRESS "Cmd5" again to verify the cancellation.
"Y" indicating that the payment has been issued to the producer.	an informational message will be displayed indicating that receivables may be created if the user presses "Cmd5" to continue. This is the last opportunity to exit without canceling.	

--\*

294 Payable Cancellation Screen MHADNS01 (Continued)

A Example of Screen MHADNS01 (Continued)

This is an example of Screen MHADNS01.

```

MHADNS          147-WOODROW          SELECT          MHADNS01
2001/2002 CDP Cancel Screen          Version: AD67  07-01-2003  13:16  Term W5
-----
          SELECT PAYABLE FOR CANCELLATION

Enter 'X' in the SEL column to select a payable for cancellation

Producer Name: JOHN DOE          Producer ID: 452-24-9876 S
Transaction Number: W545612345

SEL   Issue Date          Payment Year          Net Payment
...   07-20-2003          2001          $ 80,000

          Has the payment been mailed or transmitted to the producer?  _

Cmd5=Update   Cmd7=End
    
```

B Error Messages

This table describes the error messages displayed on Screen MHADNS01 and the action that shall be taken.

IF the following message displays...	THEN...	Action
"Invalid Response"	something other than "X" was entered in the "SEL" field	ENTER "X" to select the payable for cancellation.
	something other than "Y" or "N" was entered in the "Has the payment been mailed or transmitted to the producer?" field.	ENTER "Y" or "N".
"If Selection is correct, PRESS 'Cmd5' to verify."	the payable was selected for cancellation and required field entries have been entered.	If the selected payable is: <ul style="list-style-type: none"> <li>• correct, PRESS "Cmd5" again to complete the cancellation</li> <li>• not correct, PRESS "Cmd7" to end processing.</li> </ul> <b>Warning:</b> After "Cmd5" is pressed, users will not have another opportunity to end processing without canceling the payable.

295-300 (Reserved)



**\*--Section 4 Overpayment Processing****301 General Overpayment Provisions****A Introduction**

The automated CDP overpayment process is an integrated process that reads a wide range of files to determine whether payments issued to a producer were earned in full or in part.

The process for determining overpayments is similar to that used for computing payments. See paragraph 272 for additional information on the process for computing payment amounts.

**B Running the Overpayment Process**

Overpayments may be calculated at any time by 1 of the following methods:

- specific producer
- all producers.

However, the system will force an "ALL" process to be run every 60 calendar days. If it has been 60 calendar days since the last "ALL" overpayment batch has been run, the following message will be displayed, "The Overpayment File is more than 60 calendar days old. All overpayments must be run, do you want to run an "ALL" overpayment cycle at this time? ENTER "Y" to run the all cycle or "N" to end this process."

**Note:** An "ALL" overpayment batch will automatically be executed the first time option 1, "Compute Overpayments", on Menu MHADO2 is accessed.

If this message is received, overpayments may not be processed for a specific producer until this "ALL" batch has been completed.

**Note:** Each time the overpayment process is run, the previous overpayment file will be deleted.

**C Required Processing**

Overpayments shall be calculated for **all** producers at least once every 60 calendar days to ensure that:

- producers are timely notified of overpayments
- the finality rule will not apply.--\*

**\*--301 General Overpayment Provisions (Continued)****D Collecting Overpayments**

County Offices shall take necessary action to collect overpayments **immediately** upon determining that a legitimate overpayment exists. Before an overpayment is transferred to CRS, County Offices shall:

- verify that the debt is actually owed to CCC
- correct the condition causing the overpayment if the overpayment is not legitimate.

**E Overpayments Less Than \$25**

For overpayment amounts less than \$25, County Offices shall transfer the overpayment to CRS according to this section. If the receivable amount is:

- less than \$10, follow 67-FI, Part 8 to perform a small balance writeoff
- \$10 or greater but less than \$25, notify the producer of the debt according to 67-FI. If the debt is not repaid within 60 calendar days, transfer the receivable to the claims system according to 67-FI, Part 6. Process the claim according to 58-FI, paragraph 114.--\*

**\*--302 Charging Interest****A Introduction**

Interest shall be charged on all 2001/2002 CDP overpayments to producers who become ineligible after the producer's application was approved and the payment was issued.

**B Ineligible Producers**

A producer is considered ineligible if:

- COC determines that the producer:
  - erroneously or fraudulently represented any act affecting a determination
  - knowingly adopted a scheme or device that tends to defeat the purposes of the program
  - misrepresented their interest and subsequently received a CDP payment
- the producer did not meet "person" determination requirements
- the producer does not meet the gross revenue requirements
- conservation compliance provisions are violated
- controlled substance provisions are violated.

Interest for ineligible producers shall be charged from the date of disbursement. The system will compute this interest when the overpayment is transferred to CRS.

**C When Not to Charge Interest**

Interest shall **not** be charged if the producer:

- is not determined to be ineligible as defined in subparagraph B
- returns CCC-184 without being cashed
- refunds the payment voluntarily.--\*

**\*--303 Debt Basis Codes**

**A Introduction**

The debt basis code is the code transferred to CRS that identifies the reason for the debt. The system will default to the appropriate code coinciding with the message printed on the overpayment register. Under certain conditions, the displayed debt basis code may be changed. However, it is important that the debt basis code transferred to CRS is correct to track all overpayments.

**B Overpayments Found as Result of Audits**

If an overpayment is discovered as the result of an audit, the first 2 digits of the debt basis code must be changed to "19". The system will then require that the audit number that identified the overpayment be entered in the "Audit No." field.

**C Allowable Basis Codes**

The appropriate debt basis code will be displayed on Screen MHADOF01, however, in some cases the code displayed should be changed to:

- "10-421" if the producer did not comply with program requirements
- "10-423" for fraud, scheme, or device.

This table identifies the system-displayed debt basis codes and specifies whether the code can be changed.

<b>IF the overpayment message is...</b>	<b>THEN the system will default the basis code to...</b>	<b>AND the debt basis code...</b>
Payment Limitation Exceeded	10-426	cannot be changed.
Run 200X Reconciliation Report to Verify the Maximum Payment Has Been Issued	10-427	can be changed.
Prior Payments Exceed Current Payments	10-428	can be changed.
Found on Payment History Only	10-429	cannot be changed.

--\*

**304 (Reserved)**

**\*--305 Accessing the Overpayment Software**

**A Accessing Overpayment Processing Menus**

All options for 2001/2002 CDP payment processing are available on Menu MHADN0, A2001/2002 CDP Payment Processing Main Menu". Access Menu MHADN0 according to this table.

**Reminder:** The 2001/2002 CDP overpayment process determines the most beneficial year based on all applications filed and approved for payment for 2001 and 2002 crop losses. As a result, all CDP overpayments are computed through the same process regardless of the year of the overpayment.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.
3	FAX07001	ENTER "11", "PFC/DCP/Compliance".
4	M00000	ENTER "1", "NAP and Disaster".
5	MH0000	ENTER "1", "crop Disaster Program".
6	MHA0YR	ENTER "5", "2001/2002 Payment Processing".
7	MHADN0	ENTER "3", "Overpayment Processing".

**B Example of Menu MHADO2**

This is an example of Menu MHADO2.

```

COMMAND                                MHADO2                                E2
2001/2002 CDP Overpayment Processing Menu
-----
      1. Compute Overpayments
      2. Reprint Overpayment Register
      3. Transfer Overpayments to CRS
      4. Cancel Overpayments

      8. Continue Suspended Overpayment Batch

      20. Return to Application Primary Menu
      21. Return to Application Selection Screen
      22. Return to Office Selection Screen
      23. Return to Primary Selection Menu
      24. Sign off

Cmd3=Previous Menu

Enter option and press "Enter".
    
```

--\*

**\*--306 Computing Overpayments**

**A Processing Overpayments**

County Offices shall follow the steps in this table to compute overpayments.

Step	Action	Result	
1	Access Menu MHADO2 according to paragraph 305.		
2	ENTER "1", "Compute Overpayments", and PRESS "Enter".	Screen MHADPRT2 will be displayed.	
3	Screen MHADPRT2 allows the user to select the printer where the overpayment register should be sent after overpayments have been computed. <ul style="list-style-type: none"> <li>• Enter the printer ID number.</li> <li>• PRESS "Enter".</li> </ul>	Screen MHADNA01 will be displayed.	
4	Screen MHADNA01 provides users with several options for processing overpayments. Select either specific producers or all producers according to the following.		
	<b>Selection</b>	<b>Action</b>	
	Process overpayments for all producers.	ENTER "ALL" in the "Enter Producer ID Number" field and PRESS "Enter".	The overpayment process will run for all producers on the payment history file to determine which producers are overpaid.
	Process overpayments for a selected producer.	Enter 1 of the following and PRESS "Enter": <ul style="list-style-type: none"> <li>• producer ID number and ID type in the "Enter Producer ID Number and Type" fields</li> <li>• last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field</li> <li>• producer's last name in the "Producer Last Name" field.</li> </ul>	If the selected producer is on the payment history file, the overpayment process will run for the selected producer to determine whether the producer is overpaid.  <b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed allowing the user to select the desired producer.
5	After the overpayment computation process is completed: <ul style="list-style-type: none"> <li>• Menu MHADO2 will be redisplayed</li> <li>• the overpayment register will be sent to the printer selected in step 3.</li> </ul>		

--\*

**\*--306 Computing Overpayments (Continued)**

**B Error Messages**

This table lists messages that may be displayed while computing overpayments.

Message	Reason for Message	County Office Action	
		IF the...	THEN...
"Invalid ID Number - Please Try Again"	The producer selected is not on the payment history file.	correct producer was selected	no action is necessary because: <ul style="list-style-type: none"> <li>• the producer has not been issued a payment</li> <li>• the producer is not overpaid.</li> </ul>
		incorrect producer was selected	re-enter the correct producer selection criteria.
"The Overpayment File is more than 60 calendar days old. All overpayments must be run, do you want to run an all overpayment cycle at this time? ENTER "Y" to run the all cycle or "N" to end this process."	An "ALL" overpayment batch has not been run in the last 60 calendar days, and the user is trying to process a producer or selected producers.	An "ALL" overpayment batch must be completed before overpayments can be processed for a specific producer or selected producers.	
"The overpayment process is currently being processed on another workstation. Please try again after the process has completed. PRESS "Enter" to terminate this request."	The overpayment process can only be accessed from 1 workstation at a time.	Try to access the overpayment process after the current overpayment job is completed from the other terminal.	
"There is a suspended overpayment batch on workstation xx. The suspended batch needs to be processed before continuing this option. PRESS "Enter" to terminate this request."	A batch of overpayment records has been suspended. These records must be processed and completed before another batch can be started.	Process the suspended batch from the terminal they were suspended on.	

--\*

**\*--307 Transferring Overpayment Amounts to CRS**

**A Action Required Before Establishing Receivables**

Before any overpayment is transferred to CRS, County Offices shall verify that the overpayment amount listed on the overpayment register is actually a debt due by the producer. If it is determined that the overpayment is **not** a legitimate overpayment, County Offices shall correct conditions causing the producer to be erroneously listed on the overpayment register to ensure that the overpayment is not inadvertently transferred to CRS.

**B Transferring Amounts to CRS**

Once it has been determined that the producer is actually overpaid and that a receivable should be established, County Offices shall follow the steps in this table to transfer the overpayment to CRS.

Step	Action		Result
1	Access Menu MHADO2 according to paragraph 305.		
2	ENTER "3", "Transfer Overpayments to CRS", and PRESS "Enter".		Screen MHADOE02 will be displayed.  <b>Note:</b> The message, "No Overpayments to be Selected", will be displayed if there are not any calculated overpayments on the overpayment file.
3	Screen MHADOE02 allows users to select exactly which overpayments should be transferred to CRS.		
	<b>IF the user wants to...</b>	<b>THEN...</b>	
	continue with the transfer process	<ul style="list-style-type: none"> <li>ENTER "X" in the "Sel" column next to each overpayment that should be transferred to CRS</li> <li>PRESS "Cmd5".</li> </ul> <b>Note:</b> If more than 9 overpayment records exist, the roll keys should be used to scroll through the list until all overpayment amounts are selected.	Screen MHADOF01 will be displayed for each overpayment amount selected for transfer to CRS.  <b>Note:</b> If the producer is a joint operation, Screen MHADOF01 will be displayed for: <ul style="list-style-type: none"> <li>each member of the joint operation that is in an overpayment condition</li> <li>the joint operation.</li> </ul>
end the process without transferring the overpayments to CRS	PRESS "Cmd7".		Menu MHADO2 will be redisplayed.

--\*

\*--307 Transferring Overpayment Amounts to CRS (Continued)

**B Transferring Amounts to CRS (Continued)**

Step	Action		Result	
4	Screen MHADOF01 will be displayed for each selected overpayment. Users have the option of: <ul style="list-style-type: none"> <li>• skipping the overpayment without transferring it to CRS</li> <li>• transferring the calculated data to CRS, as is</li> <li>• adjusting data displayed for the overpayment before the data is transferred to CRS.</li> </ul> <p><b>Note:</b> Depending on the type of overpayment, County Offices can adjust some of the data displayed on Screen MHADOF01. See paragraph 309 for a field-by-field explanation of what data can be adjusted on Screen MHADOF01.</p>			
	<b>IF the user wants to...</b>	<b>THEN...</b>		
	<ul style="list-style-type: none"> <li>• transfer the data to CRS, as it is displayed</li> <li>• adjust the data before transferring the overpayment to CRS</li> </ul>	<ul style="list-style-type: none"> <li>• adjust the data according to paragraph 309, if necessary</li> <li>• PRESS "Enter" to display the next overpayment record.</li> </ul>	<b>IF...</b>	<b>THEN...</b>
			there are additional overpayment records that were selected on Screen MHADOF01	Screen MHADOF01 will be redisplayed each time "Enter" is pressed.
			all overpayment records have been processed	<ul style="list-style-type: none"> <li>• PRESS "Cmd5" to transfer the overpayment records to CRS</li> <li>• Screen MHADON01 will be displayed.</li> </ul>
	skip the displayed overpayment record	PRESS "Cmd2".	Screen MHADOF01 will be redisplayed with data for the next overpayment record.	
	end the process without transferring any overpayments to CRS	PRESS "Cmd7".	Menu MHADO2 will be redisplayed.	
5	Screen MHADON01 will be displayed for the overpayments processed on Screen MHADOF01. Overpayments are sorted into the "B" and "O" overpayment batches. See paragraph 310 for a complete description of the payment batches. On Screen MHADON01, do either of the following.			
	<b>IF the user wants to...</b>	<b>THEN ENTER...</b>		
	complete the overpayment transfer process for either of the payment batches	"Y" next to the overpayment batch to be processed. <p><b>Note:</b> The entire batch must be completed before the next payment batch can be processed.</p>	The payables are passed through the accounting interface for processing. Complete the overpayment process and print the notification letter according to 67-FI.	
	suspend the overpayment batch for later processing	"N" next to any of the overpayment batches.	Menu MHADO2 will be redisplayed.	

--\*

**\*--308 Overpayment Transfer Selection Screen MHADOE02**

**A Example of Screen MHADOE02**

All overpayment records computed during the last overpayment process will be displayed on Screen MHADOE02. General data applicable to the overpayment will be displayed, including:

- producer name, ID number, and ID type
- net overpayment amount.

**Note:** If a member of a joint operation is listed on the overpayment register, the joint operation will be listed on Screen MHADOE02. The overpayment data for the member will not be displayed until Screen MHADOF01 is displayed.

This is an example of Screen MHADOE02.

```

MHADOE          147-WOODROW          CONTROL          MHADOE02
2001/2002 CDP Overpayments          Version: AE77 08-20-2003 14:09 TERM E2
-----
Enter an 'X' in the SEL column to select producer for overpayment processing
SEL  Producer name          Producer ID          Overpayment
    and Type          Amount
_   KING FARMS          12-3456789 E          $47

Cmd5=Update  Cmd7=End
    
```

--\*

**\*--308 Overpayment Transfer Selection Screen MHAD0E02 (Continued)**

**B Selecting Overpayments To Be Transferred to CRS**

Overpayment amounts computed for selected producers will be displayed on Screen MHAD0E02. Select each overpayment record that should be transferred to CRS by entering "X" in the "SEL" field.

**Note:** Only select overpayment records that have been verified as a true debt. Do **not** select any overpayment record that should not be sent to CRS.

If there are more than 9 overpayment records, use the roll keys to scroll through the producers displayed on Screen MHAD0E02 to "mark" the records that should be transferred. ENTER "X" in the "SEL" field next to each overpayment that should be transferred to CRS.

When all overpayments have been "marked", PRESS "Cmd5" to continue the CRS transfer process.

**Note:** None of the data displayed on Screen MHAD0E02 can be modified.

**C Error Messages**

This table describes the error messages that may be displayed on Screen MHAD0E02.

Error Message	Explanation	Action	
"Invalid Response - Only Cmd5 and Cmd7 are allowed."	Something other than "Cmd5" or "Cmd7" was pressed.	<b>IF all overpayment records...</b>	<b>THEN...</b>
		have been "marked" for transfer	PRESS "Cmd5" to continue with the transfer process.
		have not been "marked" for transfer	<ul style="list-style-type: none"> <li>• place "X" in the "SEL" field next to each overpayment that should be transferred to CRS</li> <li>• PRESS "Cmd5" to continue with the transfer process.</li> </ul>
"Invalid Response - Enter 'X' to Select Overpayment."	Something other than "X" was entered in the "SEL" field.		

--\*

**\*--309 Overpayment Transfer Selection Screen MHADOF01**

**A Example of Screen MHADOF01**

After overpayments have been selected for transfer, Screen MHADOF01 will be displayed for:

- each selected overpayment record
- members of joint operations.

County Offices are allowed to adjust overpayment data on Screen MHADOF01 before transferring the overpayment to CRS. See subparagraph B for additional information regarding which fields can be adjusted.

**Important:** Adjust overpayment data on Screen MHADOF01 before transferring the overpayment to CRS. The data cannot be adjusted after it is updated in CRS.

This is an example of Screen MHADOF01.

```

MHADOF              147-WOODROW              Selection      MHADOF01
2001/2002 CDP Overpayments              Version: AE77  08-20-2003 14:18 TERM E2
-----
Producer ID/Name    12-3456789 E   KING FARMS
Member ID/Name     234-56-7890 S   MAURICE KING

Basis Code 10428

Overpayment Amount:  _____28

Reason Code  __

Cmd7=End
Cmd2=Skip this Payment                      Enter=Continue
    
```

--\*

\*--309 Overpayment Transfer Selection Screen MHADOF01 (Continued)

**B Fields on Screen MHADOF01**

This table describes the fields on Screen MHADOF01 and provides an explanation of the information displayed. County Offices are allowed to adjust or modify certain data depending on the type of overpayment that exists.

Field	Information Displayed	What Can Be Changed
Producer ID/Name	The producer's or entity's: <ul style="list-style-type: none"> <li>• ID number and type</li> <li>• name.</li> </ul>	
Member ID/Name	If the entity is a joint operation, the member's: <ul style="list-style-type: none"> <li>• ID number and type</li> <li>• name.</li> </ul>	
Basis Code	The basis code associated with the overpayment.	The basis code will be displayed based on the reason for the overpayment. Only certain debt basis codes can be changed. See paragraph 303 for additional information on debt basis codes. <p><b>Note:</b> The debt basis code cannot be changed for members of joint operations. If the debt basis code should be changed, change the debt basis code displayed on the joint operation record.</p>
Audit No.		If the debt basis code is changed to one that begins with "19", the "Audit No." field will be displayed so the audit number that identified the overpayment can be entered.
Overpayment Amount	The amount of the computed overpayment.	The amount may be reduced or increased. If the amount is changed, a reason code must be entered. <p><b>Note:</b> The amount cannot be adjusted if the record displayed is for a joint operation. If the amount should be adjusted, adjust the applicable member's record.</p>
Interest Start Date		An entry is required in this field if the debt basis code is 10-421, 10-423, 10-427, 19-421, 19-423, or 19-427. The interest start date should be the date of the original CDP disbursement.
Interest Rate		An entry is required in this field if the debt basis code is 10-421, 10-423, 10-427, 19-421, 19-423, or 19-427. The interest rate: <ul style="list-style-type: none"> <li>• must be greater than 0 and less than 25.001</li> <li>• should be the applicable late payment interest rate in effect on the date the original payment was disbursed. See 50-FI for interest rates.</li> </ul>

--\*

\*--309 Overpayment Transfer Selection Screen MHADOF01 (Continued)

C Error Messages

This table describes the error messages that may be displayed on Screen MHADOF01.

Error Message	Explanation	Action	
"Invalid Entry - Basis Code Must Be Entered."	The displayed debt basis code was removed and a valid debt basis code was not entered.	Enter a valid debt basis code. See paragraph 303 for additional information on valid debt basis codes.	
"Invalid Basis Code - Please Re-enter."	The displayed debt basis code was changed to an invalid debt basis code.		
"Interest Start Date & Interest Rate Required for This Debt Basis Code."	An interest start date and/or interest rate were not entered.	Enter the following: <ul style="list-style-type: none"> <li>• date the payment was originally issued</li> <li>• interest rate in effect on the date the payment was issued.</li> </ul>	
"Interest Rate Required for This Debt Basis Code."	An interest start date was entered, but an interest rate was not entered.	Enter interest rate in effect on the date the payment was issued.	
"Interest Start Date Cannot Be Before June 30, 2003."	The interest start date entered is a date before payments were issued.	Enter the date the payment was issued. Print PPH to determine the payment issue date.	
"Interest Start Date Cannot Be Greater than Current Date."	The interest start date entered is greater than the system date.		
"Invalid Entry - Interest Rate Cannot Exceed 25.000."	An invalid interest rate was entered.	See 50-FI for interest rates.	
"Reason Code Required if Overpayment Amount Is Adjusted."	The overpayment amount displayed was either increased or decreased.	Enter 1 of the following reason codes to justify the adjustment:	
"Invalid Entry - Press Cmd13 for List of Valid Reason Codes."	An invalid reason code was entered.	1 - Eligibility is Incorrect 2 - Payment Limitation 3 - Finality Rule 9 - Other.  <b>Note:</b> "Cmd13" can also be pressed to display a pop-up screen with the applicable reason codes.	
"Invalid Response - Only Cmd2, Cmd7 and ENTER Are Allowed."	Something other than "Cmd2", "Cmd7", or "Enter" was pressed on a screen displaying an overpayment for a member of a joint operation.	<b>IF the displayed overpayment record should be...</b>	<b>THEN...</b>
		transferred to CRS	PRESS "Enter" to continue the transfer process.
		skipped	PRESS "Cmd2".

--\*

**\*--310 Batch Overpayment Printing Control Screen MHADON01****A Example of Screen MHADON01**

After overpayments have been confirmed for transfer to CRS, Screen MHADON01 will be displayed with the number of overpayment work records:

- to be processed
- that have been processed
- remaining to be processed.

This is an example of Screen MHADON01.

```

MHADON          147-WOODROW          ENTRY          MHADON01
2001/2002 Overpayment Batch Screen  Version: AE77  08-20-2003 15:43 Term E2
-----
                                BATCH OVERPAYMENT PRINTING CONTROL

                                1 Records to be processed
                                0 Have been processed
                                1 Records remain to be processed

Enter (Y)es to start or continue a Batch Print Processing.
Enter (N)o to suspend the Batch Print Processing.

Only one "Y" entry will be accepted. One "N" entry will suspend all batches.

__          0 "B" (regular overpayment) work records to be processed
__          1 "O" (Joint Operation) work records to be processed

                                                Enter-Continue

```

**B Sorting Overpayment Records**

For 2001/2002 CDP, overpayments are sorted into 2 categories.

- "B"atch - regular overpayments that have no special circumstances. These records are sent in batches of 75 or less.
- "O"nline - overpayments for producers with an entity type of 02, 03, 05, and 07. These records are sent in batches of 10 or less.--\*

**\*--310 Batch Overpayment Printing Control Screen MHADON01 (Continued)****C Selecting Batches to Print or Suspend**

Batches of overpayments may be selected to complete the CRS transfer process and print the initial notification letter. The following provisions apply to the batch overpayment processing.

- When a batch of overpayments is selected, that entire batch must be completed before selecting the other batch.
- Batches may be selected in either order.
- After a batch of overpayments completes printing, the option to select that batch is no longer available.

Overpayment batches may also be suspended for processing at a later time. The following provisions apply to suspending or suspended overpayment batches.

- An "N" should be entered next to either overpayment batch with work records still to be processed and all remaining batches will be suspended.
- If a batch of overpayments is suspended on Screen MHADON01 after part of the overpayments in that batch have been printed, that batch must be completed before another batch can be selected.
- If a batch of overpayments was suspended on Screen MHADON01, then access option 8 on Menu MHADO2 to continue processing the suspended overpayment batch.--\*

**\*--311 Canceling Overpayments/Receivables**

**A Introduction**

If it is discovered that an overpayment has been transferred to CRS erroneously, the receivable cannot be canceled until subsequent transactions, such as collections applied to the receivable, have been canceled in CRS.

**Note:** See 67-FI for additional information regarding deleting receivable collections.

If an error is determined, the receivable shall be canceled by accessing option 4, "Cancel Overpayments", on Menu MHADO2.

**B Steps to Cancel Overpayments/Receivables**

The overpayment cancellation process has been developed to restrict the number of receivables displayed on Screen MHADOS01. This:

- ensures that the correct receivable is displayed for a requested producer
- reduces the possibility that the wrong receivable is accidentally canceled.

County Offices shall take extra caution to ensure that the correct receivable is selected for cancellation by printing PPH according to paragraph 322.

Follow the provisions of this table to cancel erroneous receivables.

Step	Action	Result
1	Access Menu MHADO2 according to paragraph 305.	
2	ENTER "4", "Cancel Overpayments", and PRESS "Enter".	Screen MHADNA02 will be displayed.

--\*

\*--311 Canceling Overpayments/Receivables (Continued)

**B Steps to Cancel Overpayments/Receivables (Continued)**

Step	Action		Result
3	Screen MHADNA02 requires the user to enter specific data about the receivable to be canceled. See paragraph 312 for additional information on Screen MHADNA02.		
	<b>IF the user wants to...</b>	<b>THEN...</b>	
	continue with the receivable cancellation	<ul style="list-style-type: none"> <li>• enter the following data:                             <ul style="list-style-type: none"> <li>• producer's ID number and type, last 4 digits of the producer's ID number, or the producer's last name</li> <li>• transaction number for the receivable to be canceled</li> </ul> </li> </ul> <p><b>Notes:</b> These are identified on PPH with "RECV" as the payment type.</p> <p>If the receivable was established for a joint operation, the transaction number for the joint operation must be entered.</p> <ul style="list-style-type: none"> <li>• PRESS "Enter".</li> </ul>	<p>If there is a receivable record on the payment history file that matches the criteria entered, Screen MHADNS01 will be displayed.</p> <p><b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed allowing the user to select the desired producer.</p>
	end processing without canceling the overpayment	PRESS "Cmd3".	Menu MHADO2 will be redisplayed.
4	Screen MHADNS01 provides users with information about the receivable being canceled, including:		
	<ul style="list-style-type: none"> <li>• producer name and ID number and type</li> <li>• transaction number for the overpayment being canceled</li> <li>• date the receivable was transferred to CRS</li> <li>• net receivable amount.</li> </ul>		
	<b>IF the user wants to...</b>	<b>THEN...</b>	
	cancel a displayed receivable	<ul style="list-style-type: none"> <li>• ENTER "X" in the "SEL" field next to the receivable for cancellation</li> <li>• PRESS "Cmd5" to cancel the receivable.</li> </ul>	The receivable will be canceled and menu MHADO2 will be redisplayed.
end without canceling	PRESS "Cmd7".	Menu MHADO2 will be redisplayed.	

--\*

**\*--312 Cancellation Selection Screen MHADNA02**

**A Example of Screen MHADNA02**

Overpayments can only be canceled if both of the following are entered on Screen MHADNA02:

- producer identification by entering any of the following:
  - producer ID number and type
  - the producer's last name
  - last 4 digits of the producer's ID number
- transaction number associated with the receivable for the identified producer.

**Note:** See paragraph 322 for additional information on the PPH print.

The overpayment cancellation process has been developed to restrict the number of receivables displayed on Screen MHADNA02. This:

- ensures that the correct receivable is displayed for a requested producer
- reduces the possibility that the wrong receivable is accidentally canceled.

This is an example of Screen MHADNA02.

```

MHADNA          147-WOODROW          SELECTION    MHADNA02
2001/2002 CDP Cancel Screen          Version: AE77 08-21-2003 07:15 Term E2
-----
Enter Producer ID Number: _____ and Type: __

OR   Producer Last Four Digits of ID:    _____

OR   Producer Last Name
      (Enter Partial Name To Do An Inquiry) _____

AND  Transaction Number                    _____

Cmd3=Previous Menu                               Enter=Continue
    
```

--\*

**\*--312 Cancellation Selection Screen MHADNA02 (Continued)**

**B Error Messages**

This table describes the error messages that may be displayed on Screen MHADNA02 when selecting receivables for cancellation.

**Recommendation:** The PPH print includes all transactions associated with the producer along with the transaction number for each transaction. It is recommended that County Offices use PPH to verify the receivable to be canceled.

Error Message	Explanation	Action
"Enter Producer ID & Type or Last 4 of ID or Last Name AND Transaction Num."	"Enter" was pressed without entering a producer and transaction number on Screen MHADNA02.	Select a specific producer and enter the associated transaction number for the receivable to be canceled.
"Transaction Number Must be Entered."	A producer ID number was entered, but the transaction number field was left blank.	Enter the associated transaction number for the receivable to be canceled.
"Producer Does Not Have an Active Record on the Payment History File."	there are no receivable records on the payment history file associated with the selected producer.	Ensure that the correct ID number is entered or select the producer by entering the producer's last name.
"Invalid ID Number - Please Try Again."	An ID number was entered that is not on the name and address file.	Ensure that the correct ID number is entered or select the producer by entering the producer's last name.
	The last 4 digits of an ID number were entered, but a match was not found on the name and address file.	Ensure that the correct last 4 digits of the ID number are entered or select the producer by entering the producer's last name.
<ul style="list-style-type: none"> <li>• "Entry Must Be Blank When Entering a Producer ID and Type."</li> <li>• "Entry Must Be Blank When Entering Last 4 of Producer ID."</li> </ul>	An entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.
"Selected Producer ID or range of Producer ID's conflicts with the Producer ID or range of Producer ID's on Workstation XX."	Overpayment cancellation for the producer is being processed on another workstation.	PRESS "Enter" to terminate the request.

--\*

**\*--313 Overpayment/Receivable Cancellation Screen MHADNS01**

**A Example of Screen MHADNS01**

After a producer has been selected for cancellation on Screen MHADNA02, Screen MHADNS01 will be displayed with data from the payment history file to allow the user to verify that the correct receivable has been selected. The following information will be displayed:

- producer name, ID number, and ID type
- transaction number for the receivable record
- date the receivable was transferred to CRS
- net receivable amount.

To continue with the cancellation process, ENTER "X" next to the receivable record displayed and PRESS "Cmd5".

This is an example of Screen MHADNS01.

```

MHADOS              147-WOODROW              SELECT      MHADNS01
2001/2002 CDP Cancel Screen              Version: AE77 08-21-2003 07:32 Term E2
-----
                SELECT OVERPAYMENT FOR CANCELLATION

Enter 'X' in the SEL column to select a payable for cancellation

Producer Name: KING FARMS                      Producer ID: 123456789 E
Transaction Number: E223200002

                SEL      Transfer Date              Overpayment Amount
                _      08-20-2003                    $47

Cmd5=Update Cmd7=End
    
```

--\*

**\*--313 Overpayment/Receivable Cancellation Screen MHADNS01 (Continued)**

**B Error Messages**

This table describes the error messages displayed on Screen MHADNS01 and the action that shall be taken.

<b>Error Message</b>	<b>Explanation</b>	<b>Action</b>
"Invalid Entry, must be 'X'."	Something other than "X" was entered in the "SEL" field.	ENTER "X" to select the payable for cancellation.
"Invalid Response"	Something other than "Cmd5" or "Cmd7" was pressed to continue.	Do either of the following:
"If Selection is correct, PRESS 'Cmd5' to verify."	The overpayment was selected for cancellation.	<ul style="list-style-type: none"> <li>• if the selected receivable should be canceled, PRESS "Cmd5" again to complete the cancellation</li> <li>• if the selected receivable should not be canceled, PRESS "Cmd7" to end processing.</li> </ul>

--\*

**314-320 (Reserved)**

**\*--Section 5 Payment Registers and Reports****321 Overview****A Introduction**

There are a variety of reports and registers that have been developed to assist County Offices with processing payments. These include the following:

- pending payment registers for the "B", "A", and "O" payment batches
- nonpayment register for producers who cannot be paid
- PPH print
- CCC-564E
- CCC-564E-1
- CCC-564E-2
- CCC-564E-3
- NASS Season Average Crop Table.

This section describes all reports that have been developed.

**B Accessing 2001/2002 CDP Reports Menu MHAD01**

The following reports for CDP payment processing can be generated from Menu MHAD01:

- Print Producer Payment History Report
- Print Detailed Entitlement Report
- Print Producer Summary Entitlement Report
- Print NASS Season Average Crop Table Report.

**Note:** The pending and nonpayment registers are automatically generated after a payment batch has completed processing. These reports cannot be regenerated.--\*

## 321 Overview (Continued)

**B Accessing 2001/2002 CDP Reports Menu MHAD01 (Continued)**

Access Menu MHAD01 according to the following table.

<b>Step</b>	<b>Menu</b>	<b>Action</b>
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	If option 4 was taken on Menu FAX250, then select the appropriate county.
3	FAX07001	ENTER "11", "PFC/DCP/Compliance".
4	M00000	ENTER "1", "NAP and Disaster".
5	MH0000	ENTER "1", "crop Disaster Program".
6	MHA0YR	ENTER "5", "2001/2002 Payment Processing".
7	MHADN0	ENTER "5", "Reports".

**\*--322 PPH Print****A Introduction**

PPH is one of the most important reports generated from the payment system. This report identifies all records that have been written to the payment history file, including:

- all payments issued to producers
- payment amounts attributed to members of joint operations
- all payables that have been canceled
- receivable amounts transferred to CRS
- canceled receivables.

County Offices shall use PPH to verify and ensure that CDP payments are issued properly.

**B How the Payment History File Is Updated**

There are 2 types of records written to the payment history file that will be printed on PPH.

- producer-level records for payments issued to producers and joint operations
- member-level records for amounts attributable to members of joint operations.

The 2001/2002 payment history file is not updated with specific unit and crop data like previous disaster payment processes. The payment calculation process accumulates the net payment amount for all CCC-564's filed by the producer and approved for payment by COC. The total amount for the most beneficial year is written to the payment history file when the payment is issued.

If the producer is a joint operation, a record is also written to the payment history file for each member sharing in the payment.--\*

\*--322 PPH Print (Continued)

**C Information on PPH**

Depending on the type of record printed, data for certain fields will not be printed. This table describes the information on PPH.

Item/Field	Description		
Producer Name, Address, and last 4 digits of ID Number			
Payment Date	Date of the last transaction for the record.		
Joint Op/Member ID Number	Data will only be printed in this field if PPH is for a joint operation or a member of a joint operation.		
	<b>IF PPH is for...</b>	<b>THEN...</b>	
	joint operation	<ul style="list-style-type: none"> <li>• a record will be printed on PPH for each member of the joint operation that was eligible for a payment</li> <li>• the member's ID number will be printed in this field.</li> </ul>	
member	the joint operation's ID number will be printed in this field.		
Payment Type	Identifies the status or type of transaction that has been recorded.		
	<b>IF the payment type is...</b>	<b>THEN the record...</b>	
	CHK/EFT	is for a payment issued to the producer. The record with this indicator represents the total combined payment issued to the producer for the most beneficial year.	
	CANCEL	has been canceled through the CDP payment cancellation process.	
	RECV	is for an overpayment amount that has been transferred to CRS.	
	C/RECV	is for an overpayment amount that was sent to CRS, but has been canceled through the CDP overpayment cancellation process.	
blank	is for a member of the joint operation. These records cannot be selected during the payable cancellation process.		

--\*

**C Information on PPH (Continued)**

<b>Item/Field</b>	<b>Description</b>
Transaction Number	<p>A system-assigned number used to uniquely identify each payable generated through the CDP payment process. The transaction number is also sent to the accounting system and printed on the producer transaction statement.</p> <p>The transaction number is very important for payables that need to be canceled. To alleviate potential erroneously canceled payables, the transaction number must be entered on Screen MHADNA02, along with the producer ID number or name. Since the record with "CHK/EFT" is the only record sent to the accounting system, the transaction number for the "CHK/EFT" is the only transaction number that can be used on Screen MHADNA02.</p>
Gross Payment	Amount of the calculated payment for all units and crops for the most beneficial year before payment limitation has been applied.
Pay Limit Reduction	<p>Amount that cannot be issued to the producer because payment limitation was reached.</p> <p><b>Note:</b> Records are only written to the payment history file if a payment was issued. If the entire payable was not issued because of payment limitation reductions, then the record is not printed on PPH. County Offices shall use the nonpayment register to determine which payments are not issued and the exact reason the payment was not issued.</p>
Net Payment	Amount of the calculated payment after payment limitation has been applied. This is the amount actually issued to the producer.

--\*

**\*--323 Printing PPH**

**A Printing the Report**

PPH can be printed for a producer or for members of joint operations. Follow this table to print PPH.

Step	Action	Result
1	Access Menu MHADN0 according to paragraph 274.	Menu MHADN0 will be displayed.
2	ENTER "5", "Reports", and PRESS "Enter".	Menu MHADO1 will be displayed.
3	ENTER "1", "Print Producer Payment History", and PRESS "Enter".	Screen MHADPRT2 will be displayed.
4	Enter the appropriate printer ID and PRESS "Enter".	Screen MHADO601 will be displayed.
5	Screen MHADO601 provides users with several options for printing PPH's.	
	<b>If the user wants to print PPH for...</b>	<b>THEN...</b>
	all producers	ENTER "ALL" in the "Enter Producer ID Number and Type" field.  PPH will be printed for all producers and members of joint operations that are found on the payment history file.  Screen MHADO601 will be redisplayed.
	a selected producer	Enter 1 of the following and PRESS "Enter": <ul style="list-style-type: none"> <li>• producer ID number and ID type in the "Enter Producer ID Number and Type" field</li> <li>• last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field</li> <li>• producer's last name in the "Producer Last Name" field.</li> </ul> PPH will be printed for the selected producer if any records are found on the payment history file.  Screen MHADO601 will be redisplayed.
	randomly selected producers	ENTER "X" in the "Randomly Select Producers" field.  PPH will be printed for each of the randomly selected producers if any records are found on the payment history file.  Screen MHADO601 will be redisplayed.

--\*

324 CCC-564E, Statement of Calculated Payment Amounts - Producer Summary Report

**A Introduction**

For 2001/2002 CDP, the loss level payment calculations and the 95 percent cap calculations have been incorporated into the detailed calculated payment reports. As a result, the number of pages required to print the detailed calculated payment reports could be numerous.

CCC-564E is a computer-generated document that summarizes the net payment amounts for each unit and crop for each applicable crop year.

**B Information on CCC-564E**

CCC-564E:

- summarizes the payment data by unit and payment crop groupings
- \*--computes a projected payment for each CCC-564 that has been enrolled and/or--\* approved for payment.

\* \* \*

This table describes all the information printed on CCC-564E.

Field	Description
Producer Name and Address	Producer name and mailing address. CCC-564E is producer specific; therefore, only one CCC-564E will be generated for each producer.
Location St-Cty	State and county codes where the land in the unit is physically located.
Unit	The unit number for the crop that was either of the following: <ul style="list-style-type: none"> <li>• downloaded by RMA for insured crops</li> <li>• obtained from the NAP unit file for noninsurable and uninsured crops.</li> </ul>
Insured Status	Indicator to designate if the unit and crop is insured, noninsurable, or uninsured.
Crop Name	Crop name corresponding to the payment crop code for the unit.
Pay Type	Payment crop type code assigned for the specified crop, crop type, and intended use.
Planting Period	The applicable planting period for the specified crop.
2001 Calculated Payment	The net-calculated payment amount for the applicable year for all crop type, intended use, practice, and share records for the specified unit and payment grouping.
*--2002--* Calculated Payment	

325 Printing CCC-564E

**A Printing CCC-564E From Menu MHAD01**

CCC-564E can be printed for a specific producer or for all producers. Follow this table to print CCC-564E from Menu MHAD01.

Step	Menu or Screen	Action	Result
1		Access Menu MHAD01 according to subparagraph 321 B.	
2	MHAD01	ENTER "3", "Print Producer Summary Entitlement Report", and PRESS "Enter".	Screen MHADPRT2 will be displayed.
3	MHADPRT2	Enter the appropriate printer ID and PRESS "Enter".	Screen MHADN701 will be displayed.
4	MHADN701	Enter either of the following and PRESS "Enter": <ul style="list-style-type: none"> <li>• "ALL" in the "Enter Producer ID Number and Type" field to print CCC-564E for all producers</li> <li>• select a specific producer by entering any of the following:                             <ul style="list-style-type: none"> <li>• producer ID number and ID type in the "Enter Producer ID Number and Type" field</li> <li>• last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field</li> <li>• producer's last name in the "Producer Last Name" field.</li> </ul> </li> </ul>	Menu MHAD01 will be redisplayed.

**\*--B Printing CCC-564E From the Application Process**

CCC-564E can also be printed from the application worksheet process by pressing "Cmd12" on Screen MHADAC01. When this option is selected, CCC-564E will be printed with the accumulated payment amounts for both 2001 and 2002.

**Note:** Screen MHADAC01 is used to enter the enrollment and COC payment approval dates for applications file by the producer.--\*

**\*--326 CCC-564E-1 - Detailed Statement of Calculated Payment Amounts for Single Market Crops****A Introduction**

CCC-564E-1 is a computer-generated document that prints the calculated payment amount for single-market crops based on the data currently loaded in the CDP application file.

CCC-564E-1 includes the detailed payment calculations for:

- production losses
- quality losses
- 95 percent cap reductions for insured and uninsured crops.

**Reminder:** Crops are grouped for payment purposes by unit, planting period, payment crop code, and payment type code. All matching payment crop codes and payment type codes are considered 1 crop for payment purposes.

**B Information on the Report**

CCC-564E-1:

- contains information for all single-market crop types, intended uses, and practices for the payment grouping

**Note:** A separate report is printed for each unit and payment crop.

- is organized according to the following:
  - Part A includes detailed payment calculation data production losses including COC adjustments
  - Part B includes detailed payment calculation data for the additional quality payment for quality losses
  - Part C includes detailed 95 percent cap payment reduction data
  - Part D includes the total projected payment amount for the unit and crop.--\*

**\*--326 CCC-564E-1 - Detailed Statement of Calculated Payment Amounts for Single Market Crops (Continued)**

**B Information on the Report (Continued)**

This table describes all the information printed on CCC-564E-1.

Field	Description	Reference		
		CCC-564	CCC-564A	
Producer Name, Address, and ID Number	Producer name, mailing address and last 4 digits of the ID number.	Item 1A and 1B	Item 3 and 4	
Crop Name	Crop name for the unit.	Item 6	Item 8	
Pay Type Code	Payment type code for the specified crop.		Item 11	
Planting Period	The applicable planting period for the specified crop.	Item 7	Item 12	
Unit Number	The unit number for the crop.	Item 5	Item 5	
Location State	State and county code where the crop is located.	Item 3	Items 1 and 2	
Location County				
Insured Status	Insured status for the crop and the applicable payment level. The payment level is determined according to the following.		Item 9	Items 6 and 7
	<b>IF the crop is...</b>	<b>THEN the payment level is...</b>		
	insured	50 percent.		
	noninsurable	45 percent.		
insurable in the county but the producer did not obtain insurance				
<b>Part A - Production Loss Payment Calculation</b>				
Part A contains the detailed payment calculation data for production losses for yield-based single market crops that have been loaded in CDP application file. The calculated payment amount in this part may also include quality, if production was adjusted by RMA or COC. The following information is printed for each crop type, intended use, and practice for the specified unit and crop definition.				
Crop Type	Crop variety/type abbreviation for the specified crop.	Item 19	Item 13 or 27	
Stage	Harvest stage for the specified crop type.	Item 23		
Int Use	Intended or actual use for the specified crop and crop type.	Item 27	Item 14 or 28	
Prac	Practice for the specified crop and crop type. For insured data, the RMA practice will be converted when the application is loaded to either: <ul style="list-style-type: none"> <li>"I" for irrigated acreage</li> <li>"N" for nonirrigated acreage.</li> </ul> <b>Note:</b> A separate line entry will be printed if the producer has both irrigated and nonirrigated acres.	Item 22	Item 15 or 29	

--\*

**\*--326 CCC-564E-1 - Detailed Statement of Calculated Payment Amounts for Single Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description	Reference	
		CCC-564	CCC-564A
Share	Producer's share for the specified crop and crop type.	Item 20	Item 16 or 30
Producer Acres	<p>Calculated acreage attributable to the producer is the result of multiplying:</p> <ul style="list-style-type: none"> <li>• acreage, as applicable, for harvested, unharvested, or prevented planted acreage for the specified crop code, crop variety/type, and intended use for the unit, times</li> <li>• producer share.</li> </ul>		Item 18 or 32
Historic Yield	<p>Historical yield is the greater of the following:</p> <ul style="list-style-type: none"> <li>• producer's approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use</li> <li>• approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from KC-ITSDO in the disaster crop table.</li> </ul> <p><b>Note:</b> If COC adjusted the historic yield, the adjusted yield will be printed.</p>		Item 19 or 33
Disaster Level	<p>Calculated disaster level for the producer is the result of multiplying:</p> <ul style="list-style-type: none"> <li>• producer acres, times</li> <li>• historic yield, times</li> <li>• 65 percent.</li> </ul>		Item 20 or 34

--\*

**\*--326 CCC-564E-1 - Detailed Statement of Calculated Payment Amounts for Single Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description	Reference	
		CCC-564	CCC-564A
Net Production	Net production for the specified crop, crop type, intended use, and harvest stage is determined according to the following.		
	<b>IF COC has...</b>	<b>THEN the producer's net production is the result of...</b>	
	adjusted the producer's actual production  <b>Note:</b> Adjusted production is indicated with an "O" in CCC-564, item 30.	<ul style="list-style-type: none"> <li>• COC-adjusted production for the unit from CCC-564, item 29, times</li> <li>• producer's share in the unit.</li> </ul>	Item 21
	assigned production  <b>Note:</b> Assigned production is indicated with an "A" in CCC-564, item 30.	<ul style="list-style-type: none"> <li>• COC-assigned production for the unit from, CCC-564, item 29, plus</li> <li>• RMA or actual production for the unit from CCC-564, item 24 or 25, times</li> <li>• producer's share in the unit.</li> </ul>	
	not adjusted or assigned production	<ul style="list-style-type: none"> <li>• RMA or actual production for the unit from CCC-564, item 24 or 25, times</li> <li>• producer's share in the unit.</li> </ul>	
Net Production for Payment	Net production for payment is determined by subtracting the following: <ul style="list-style-type: none"> <li>• disaster level, minus</li> <li>• net production.</li> </ul>		Item 22
Payment Rate	The approved payment rate from the disaster crop table for the specified crop, crop type, intended use, and planting number.		Item 23 or 35
Payment Factor	Either of the following: <ul style="list-style-type: none"> <li>• the approved payment factor from the disaster crop table for the specified crop and for the crop's harvest stage</li> <li>• adjusted, unharvested payment factor approved by STC, if applicable.</li> </ul> <b>Note:</b> If the crop acreage is unharvested and the producer's net production is greater than the disaster level, then the payment factor is 1.0000.		Item 24 or 36

--\*

**\*--326 CCC-564E-1 - Detailed Statement of Calculated Payment Amounts for Single Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description	Reference	
		CCC-564	CCC-564A
Salvage Value	Salvage value attributable to the producer is determined by multiplying the following: <ul style="list-style-type: none"> <li>total salvage value for the unit for the crop type, times</li> <li>producer's share in the unit, times</li> <li>45 percent.</li> </ul>	Item 28 or 31	Item 25
Calculated Payment	Calculated payment for each line item is computed by multiplying the following: <ul style="list-style-type: none"> <li>net production for payment, times</li> <li>payment rate, times</li> <li>payment factor, times</li> <li>payment level.</li> </ul> The result is rounded to whole dollars and the salvage value is subtracted. If the result is negative, the negative will be used in the calculated payment for the unit.		Item 26 or 37
Calculated Disaster Payment for Unit	Calculated disaster payment for the unit is computed according to the following: <ul style="list-style-type: none"> <li>accumulated calculated payment for harvested and unharvested acreage, plus</li> </ul> <p><b>Note:</b> If the result is negative, then zero is used.</p> <ul style="list-style-type: none"> <li>accumulated calculated payment for prevented planted acreage.</li> </ul>		Items 59 and 60
<p><b>Part B - Additional Quality Payment Calculation</b></p> <p>Part B contains the detailed payment calculation data for quality losses for yield-based single market crops that have been loaded in CDP application file. The calculated payment amount in this part includes the gross quality calculation based on the production recorded in each applicable loss level and the computations for the amount of quality computed in Part A. The following information is printed for each crop type, intended use, practice, and share for the specified unit and crop definition.</p> <p><b>Notes:</b> Part B will be repeated for each harvested crop type, practice, intended use, and share in the payment grouping that has loss level data recorded on CCC-564.</p> <p>If the producer did not apply for additional quality, the message, "Producer has not applied for and additional quality payment", will be printed in this part.</p>			
Crop Type	Crop variety/type abbreviation for the specified crop.	Item 19	Item 13
Share	Producer's share for the specified crop and crop type.	Item 20	Item 16
Intended Use	Intended or actual use for the specified crop and crop type.	Item 27	Item 14

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**\*--326 CCC-564E-1 - Detailed Statement of Calculated Payment Amounts for Single Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description	Reference	
		CCC-564	CCC-564A
Practice	Practice for the specified crop and crop type.	Item 22	Item 15
Payment Rate	The approved payment rate from the disaster crop table for the specified crop, crop type, intended use, and planting number.		Item 43
Loss Level			
Unit Affected Production	Production as assigned by COC for each applicable loss level.	Item 33	Item 39
Total Unit Affected Production	Accumulated production for all loss levels.		
Producer's Affected Production	<p>Producer's affected production for loss levels 1 through 5 is computed by multiplying the following:</p> <ul style="list-style-type: none"> <li>• unit affected production, times</li> <li>• producer's share.</li> </ul>		Item 41
Net Production for Payment	<p>Net production for payment is computed by multiplying the following:</p> <ul style="list-style-type: none"> <li>• producer's affected production, times</li> <li>• 65 percent.</li> </ul>		Item 42
Quality Payment %	<p>Established payment percentage for each loss level.</p> <ul style="list-style-type: none"> <li>• Level I = 25%</li> <li>• Level II = 40%</li> <li>• Level III = 60%</li> <li>• Level IV = 80%</li> <li>• Level V = 95%.</li> </ul>		Item 44
Quality Payment Rate	<p>Quality payment rate is computed by multiplying the following:</p> <ul style="list-style-type: none"> <li>• CDP payment rate, times</li> <li>• quality payment percentage for the applicable level, times</li> <li>• 65 percent.</li> </ul>		Item 45
Calculated Payment	<p>Calculated payment for each loss level computed by multiplying the following:</p> <ul style="list-style-type: none"> <li>• net production for payment, times</li> <li>• quality payment rate.</li> </ul> <p>The result is rounded to whole dollars.</p>		Item 46

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**\*--326 CCC-564E-1 - Detailed Statement of Calculated Payment Amounts for Single Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description	Reference	
		CCC-564	CCC-564A
Gross Quality Payment for All Loss Levels	Accumulated calculated payment amounts for all loss levels.		Item 49
This section of Part B computes the amount of quality that is computed in Part A.			
Producer Acres	<p>Calculated acreage attributable to the producer is the result of multiplying:</p> <ul style="list-style-type: none"> <li>• acreage, as applicable, for harvested, unharvested, or prevented planted acreage for the specified crop code, crop variety/type, and intended use for the unit, times</li> <li>• producer share.</li> </ul>		Item 18
Historic Yield	<p>Historical yield is the greater of the following:</p> <ul style="list-style-type: none"> <li>• producer's approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use</li> <li>• approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from KC-ITSDO in the disaster crop table.</li> </ul> <p><b>Note:</b> If COC adjusted the historic yield, the adjusted yield will be printed.</p>		Item 19
Disaster Level	<p>Calculated disaster level for the producer is the result of multiplying:</p> <ul style="list-style-type: none"> <li>• producer acres, times</li> <li>• historic yield, times</li> <li>• 65 percent.</li> </ul>		Item 20
Net Production	Net production for the specified crop, crop type, intended use, and harvest stage is determined according to the following.		
	<b>FOR...</b>	<b>THEN the production is...</b>	
	including quality	production downloaded by RMA or actual production including any COC adjustments or assignments.	Item 51B
excluding quality	actual production	Item 51A	
Net Production for Payment	<p>Net production for payment is determined by subtracting the following:</p> <ul style="list-style-type: none"> <li>• disaster level, minus</li> <li>• net production.</li> </ul>		Items 52A and 52B

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**\*--326 CCC-564E-1 - Detailed Statement of Calculated Payment Amounts for Single Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description	Reference	
		CCC-564	CCC-564A
Payment Rate	The approved payment rate from the disaster crop table for the specified crop, crop type, intended use, and planting number.		Item 23
Payment Factor	Approved payment factor from the disaster crop table for the specified crop and for the crop's harvest stage.		Item 24
Salvage Value	Salvage value attributable to the producer is determined by multiplying the following: <ul style="list-style-type: none"> <li>total salvage value for the unit for the crop type, times</li> <li>producer's share in the unit, times</li> <li>45 percent.</li> </ul>	Item 28 or 31	Items 53A and 53B
Calculated Payment	Calculated payment for each line item is computed by multiplying the following: <ul style="list-style-type: none"> <li>net production for payment, times</li> <li>payment rate, times</li> <li>payment factor, times</li> <li>payment level.</li> </ul> The result is rounded to whole dollars and the salvage value is subtracted. If the result is negative, the negative will be used in the calculated payment for the unit.		Items 54A and 54B
Quality Amount Included in Production Loss	Amount of quality computed in Part A is computed by subtracting the following: <ul style="list-style-type: none"> <li>calculated payment including quality, minus</li> <li>calculated payment excluding quality.</li> </ul> If the result is negative, then there is not any quality included in the calculated payment in Part A. The amount will be zero.		Item 55
Net Additional Quality	Net additional quality is computed by subtracting: <ul style="list-style-type: none"> <li>gross quality payment for all loss levels, minus</li> <li>quality amount included in production loss.</li> </ul> If the result is negative, then the net additional quality payment is zero.		Item 58

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**\*--326 CCC-564E-1 - Detailed Statement of Calculated Payment Amounts for Single Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description	Reference	
		CCC-564	CCC-564D
<b>Part C - Calculation of 95% Cap Reduction</b>			
Part C contains the detailed payment calculation data for the 95 percent cap reduction. The 95 percent cap reduction is computed for insured and uninsured crops only.			
<b>Note:</b> If the crop is noninsurable, the message, "Not applicable for this crop", will be printed in this part.			
Crop Type	Crop variety/type abbreviation for the specified crop.	Item 19	Item 11
St	Harvest stage for the specified crop type.	Item 23	
Int Use	Intended or actual use for the specified crop and crop type.	Item 27	Item 12
Pr	Practice for the specified crop and crop type.	Item 22	Item 13
Producer Acres	<p>Calculated acreage attributable to the producer is the result of multiplying:</p> <ul style="list-style-type: none"> <li>• acreage, as applicable, for harvested, unharvested, or prevented planted acreage for the specified crop code, crop variety/type, and intended use for the unit, times</li> <li>• producer share.</li> </ul>		Item 15
Historic Yield	<p>Historical yield is the greater of the following:</p> <ul style="list-style-type: none"> <li>• producer's approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use</li> <li>• approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from KC-ITSDO in the disaster crop table.</li> </ul> <p><b>Note:</b> If COC adjusted the historic yield, the adjusted yield will be printed.</p>		Item 16
Price	<p>The higher of the following for the specified crop, crop type, intended use, and planting number:</p> <ul style="list-style-type: none"> <li>• NASS season average price</li> <li>• approved payment rate from the disaster crop table.</li> </ul>		Item 18
Expected Production	<p>The expected production is computed by multiplying:</p> <ul style="list-style-type: none"> <li>• producer acres, times</li> <li>• historic yield.</li> </ul>		Item 17

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**\*--326 CCC-564E-1 - Detailed Statement of Calculated Payment Amounts for Single Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description		Reference	
			CCC-564	CCC-564D
Net Production	<b>IF COC...</b>	<b>THEN...</b>		Item 19
	adjusted or assigned production	production downloaded by RMA or actual production including any COC adjustments or assignments.	Item 24, 25, and/or 29	
	did not adjust or assign production	actual production	Item 24	
Disaster Payment	Calculated payment from Part A for the specified crop, crop type, intended use, practice, share, and harvest stage.			Item 20
Indemnity	Indemnity amount downloaded from RMA for the specified crop, crop type, intended use, practice, share, and harvest stage.		Item 26	Item 21
Value of Production	<b>IF the producer...</b>	<b>THEN...</b>		
	applies for quality	accumulated value of production computed from CCC-564A, item 48 for all loss levels.		Item 22
	does not apply for quality	compute the value of production by multiplying the following: <ul style="list-style-type: none"> <li>• net production, times</li> <li>• 95 percent cap price.</li> </ul>		
Total Crop Value	Total crop value is the result of adding the following for each line item: <ul style="list-style-type: none"> <li>• disaster payment, plus</li> <li>• indemnity, plus</li> <li>• value of production.</li> </ul>			Item 23
95% Cap	The 95 percent cap is computed by multiplying: <ul style="list-style-type: none"> <li>• expected production, times</li> <li>• price, times</li> <li>• 95 percent.</li> </ul>			Item 24
Exceed Cap	The amount that exceeds the cap for each line item is computed by subtracting: <ul style="list-style-type: none"> <li>• total crop value, minus</li> <li>• 95 percent cap.</li> </ul> If the result is negative, the negative amount will be used.			Item 25
Total 95% Cap Reduction	Accumulated amount that exceeds the cap for all line items.			Item 36

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**\*--326 CCC-564E-1 - Detailed Statement of Calculated Payment Amounts for Single Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description	Reference	
		CCC-564A	CCC-564D
<b>Part D - Net Payment Calculation for Unit and Crop</b>			
Part D includes the total calculated payment amounts from Parts A, B, and C, as applicable. Unless the crop is also a multiple marketed or value loss crop, the net unit payment is the net payment amount for the unit and crop.			
Calculated Disaster Payment	<p>Calculated disaster payment for the unit is computed according to the following:</p> <ul style="list-style-type: none"> <li>accumulated calculated payment for harvested and unharvested acreage from Part A, plus</li> </ul> <p><b>Note:</b> If the result is negative, then zero is used.</p> <ul style="list-style-type: none"> <li>accumulated calculated payment for prevented planted acreage from Part A.</li> </ul>	Items 59 and 60	
Additional Quality Payment	Accumulated net additional quality payment for all crop types, intended uses, and practices from Part B.	Item 61	
Total 95% Cap Reduction	Total 95 percent cap reduction fro all crop types, intended uses, practices, and stages from Part C.		Item 36
Net Unit Payment	<p>The net unit payment is computed according to the following:</p> <ul style="list-style-type: none"> <li>calculated disaster payment, plus</li> <li>additional quality payment, minus</li> <li>total 95 percent cap reduction.</li> </ul>		Item 37

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**\*--327 CCC-564E-2 - Detailed Statement of Calculated Payment Amounts for Multiple Market Crops****A Introduction**

CCC-564E-2 is a computer-generated document that prints the calculated payment amount for multiple-market crops based on the data currently loaded in the CDP application file. CCC-564E-2 includes the detailed payment calculations for:

- production losses
- quality losses
- 95 percent cap reductions for insured and uninsured crops.

**Reminder:** Crops are grouped for payment purposes by unit, planting period, payment crop code, and payment type code. All matching payment crop codes and payment type codes are considered 1 crop for payment purposes.

**B Information on the Report**

CCC-564E-2:

- contains information for all multiple-market crop types, intended uses, and practices for the payment grouping

**Note:** A separate report is printed for each unit and payment crop.

- is organized according to the following:
  - Part A includes detailed payment calculation data production losses including COC adjustments
  - Part B includes detailed payment calculation data for the additional quality payment for quality losses
  - Part C includes detailed 95 percent cap payment reduction data
  - Part D includes the total projected payment amount for the unit and crop.--\*

**\*--327 CCC-564E-2 - Detailed Statement of Calculated Payment Amounts for Multiple Market Crops (Continued)**

**B Information on the Report (Continued)**

This table describes all the information printed on CCC-564E-2.

Field	Description	Reference		
		CCC-564	CCC-564B	
Producer Name, Address, and ID Number	Producer name, mailing address and last 4 digits of the ID number.	Items 1A and 1B	Items 3 and 4	
Crop Name	Crop name for the unit.	Item 6	Item 8	
Pay Type Code	Payment type code for the specified crop.		Item 11	
Planting Period	The applicable planting period for the specified crop.	Item 7	Item 12	
Unit Number	The unit number for the crop.	Item 5	Item 5	
Location State	State and county code where the crop is located.	Item 3	Items 1 and 2	
Location County				
Insured Status	Insured status for the crop and the applicable payment level. The payment level is determined according to the following.		Item 9	Items 6 and 7
	<b>IF the crop is...</b>	<b>THEN the payment level is...</b>		
	insured	50 percent.		
	noninsurable	45 percent.		
insurable in the county but the producer did not obtain insurance				
<b>Part A - Production Loss Payment Calculation</b>				
Part A contains the detailed payment calculation data for production losses for yield-based multiple market crops that have been loaded in CDP application file. The calculated payment amount in this part may also include quality, if production adjustments were made by RMA or COC. The following information is printed for each crop type, intended use, and practice for the specified unit and crop definition.				
Crop Type	Crop variety/type abbreviation for the specified crop.	Item 34	Item 13 or 28	
Stage	Harvest stage for the specified crop type.	Item 38		
Int Use	Intended or actual use for the specified crop and crop type.	Item 43	Item 14 or 29	
Prac	Practice for the specified crop and crop type. For insured data, the RMA practice will be converted when the application is loaded to either: <ul style="list-style-type: none"> <li>"I" for irrigated acreage</li> <li>"N" for nonirrigated acreage.</li> </ul> <b>Note:</b> A separate line entry will be printed if the producer has both irrigated and nonirrigated acres.	Item 37	Item 15 or 30	

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**\*--327 CCC-564E-2 - Detailed Statement of Calculated Payment Amounts for Multiple Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description	Reference	
		CCC-564	CCC-564B
Share	Producer's share for the specified crop and crop type.	Item 35	Item 16 or 31
Mkt %	Either of the following for the specified crop type, practice, and intended use: <ul style="list-style-type: none"> <li>• producer's historical marketing percentage</li> <li>• county average marketing percentage.</li> </ul>	Item 44 or 48	Item 18 or 33
Producer Acres	Calculated acreage attributable to the producer is the result of multiplying: <ul style="list-style-type: none"> <li>• acreage, as applicable, for harvested, unharvested, or prevented planted acreage for the specified crop code, crop variety/type, and intended use for the unit, times</li> <li>• producer share.</li> </ul>		Item 19 or 34
Historic Yield	Historical yield is the greater of the following: <ul style="list-style-type: none"> <li>• producer's approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use</li> <li>• approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from KC-ITSDO in the disaster crop table.</li> </ul> <p><b>Note:</b> If COC adjusted the historic yield, the adjusted yield will be printed.</p>		Item 20 or 35
Disaster Level	Calculated disaster level for the producer is the result of multiplying: <ul style="list-style-type: none"> <li>• producer acres, times</li> <li>• historic yield, times</li> <li>• 65 percent.</li> </ul>		Item 21 or 36

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**\*--327 CCC-564E-2 - Detailed Statement of Calculated Payment Amounts for Multiple Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description	Reference	
		CCC-564	CCC-564B
Net Production	Net production for the specified crop, crop type, intended use, and harvest stage is determined according to the following.		
	<b>IF COC has...</b>	<b>THEN the producer's net production is the result of...</b>	
	adjusted the producer's actual production  <b>Note:</b> Adjusted production is indicated with an "O" in CCC-564, item 47.	<ul style="list-style-type: none"> <li>• COC-adjusted production for the unit from CCC-564, item 46, times</li> <li>• producer's share in the unit.</li> </ul>	Item 22
	assigned production  <b>Note:</b> Assigned production is indicated with an "A" in CCC-564, item 47.	<ul style="list-style-type: none"> <li>• COC-assigned production for the unit from, CCC-564, item 46, plus</li> <li>• RMA or actual production for the unit from CCC-564, item 40 or 41, times</li> <li>• producer's share in the unit.</li> </ul>	
	not adjusted or assigned production	<ul style="list-style-type: none"> <li>• RMA or actual production for the unit from CCC-564, item 40 or 41, times</li> <li>• producer's share in the unit.</li> </ul>	
Net Production for Payment	Net production for payment is determined by subtracting the following: <ul style="list-style-type: none"> <li>• disaster level, minus</li> <li>• net production.</li> </ul>		Item 23
Payment Rate	The approved payment rate from the disaster crop table for the specified crop, crop type, intended use, and planting number.		Item 24 or 37
Payment Factor	Either of the following: <ul style="list-style-type: none"> <li>• the approved payment factor from the disaster crop table for the specified crop and for the crop's harvest stage</li> <li>• adjusted, unharvested payment factor approved by STC, if applicable.</li> </ul> <b>Note:</b> If the crop acreage is unharvested and the producer's net production is greater than the disaster level, then the payment factor is 1.0000.		Item 25 or 38

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**\*--327 CCC-564E-2 - Detailed Statement of Calculated Payment Amounts for Multiple Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description	Reference	
		CCC-564	CCC-564B
Salvage Value	Salvage value attributable to the producer is determined by multiplying the following: <ul style="list-style-type: none"> <li>total salvage value for the unit for the crop type, times</li> <li>producer's share in the unit, times</li> <li>45 percent.</li> </ul>	Item 45 or 49	Item 26
Calculated Payment	Calculated payment for each line item is computed by multiplying the following: <ul style="list-style-type: none"> <li>net production for payment, times</li> <li>payment rate, times</li> <li>payment factor, times</li> <li>payment level.</li> </ul> Round the result to whole dollars, then subtract the salvage value. If the result is negative, the negative will be used in the calculated payment for the unit.		Item 27 or 39
Calculated Disaster Payment for Unit	Calculated disaster payment for the unit is computed according to the following: <ul style="list-style-type: none"> <li>accumulated calculated payment for harvested and unharvested acreage, plus</li> </ul> <p><b>Note:</b> If the result is negative, then zero is used.</p> <ul style="list-style-type: none"> <li>accumulated calculated payment for prevented planted acreage.</li> </ul>		Items 67 and 68
<b>Part B - Additional Quality Payment Calculation</b>			
Part B contains the detailed payment calculation data for quality losses for yield-based multiple market crops that have been loaded in CDP application file. The following information is printed for each crop type, intended use, practice, and share for the specified unit and crop definition.			
<b>Note:</b> Part B will be repeated for each harvested crop type, practice, intended use, and share in the payment grouping.			
Crop Type	Crop variety/type abbreviation for the specified crop.	Item 34	Item 13
Share	Producer's share for the specified crop and crop type.	Item 35	Item 41
Practice	Practice for the specified crop and crop type.	Item 37	Item 15
Payment Rate	The approved payment rate from the disaster crop table for the specified crop, crop type, intended use, and planting number.		Item 46

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**\*--327 CCC-564E-2 - Detailed Statement of Calculated Payment Amounts for Multiple Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description		Reference	
			CCC-564	CCC-564B
Use	Intended or actual use for the specified crop and crop type.		Item 43	Item 40
Harvested Production	Actual harvested production for the specified crop, crop type, and intended use.		Item 40	Item 42
Historical Marketing %	Either of the following for the specified crop type, practice, and intended use: <ul style="list-style-type: none"> <li>producer's historical marketing percentage</li> <li>county average marketing percentage.</li> </ul>		Item 44 or 48	Item 43
Affected Production	<b>FOR...</b>	<b>THEN the affected production is...</b>		Item 44
	secondary and tertiary uses	computed according to the following. <ul style="list-style-type: none"> <li>harvested production, minus                             <p><b>Note:</b> If the unit of measure is not the same for all intended uses, the system converts the production to lowest unit of measure.</p> </li> <li>the result of the following:                             <ul style="list-style-type: none"> <li>historical marketing percentage, times</li> <li>total production for all uses.</li> </ul> </li> </ul> <p><b>Reminder:</b> Production for the primary market is not eligible for a quality payment.</p>		
	unmarketable production	the unmarketable production so that it corresponds to the lowest of unit of measure for the crop, crop variety/type, and practice on the disaster crop table.		
Net Production for Payment	Net production for payment is computed by multiplying the following: <ul style="list-style-type: none"> <li>affected production, times</li> <li>producer share, times</li> <li>65 percent.</li> </ul>			Item 45
Converted Payment Rate	Converted payment rate for the primary, secondary, and tertiary uses for the specified crop and crop variety/type from the CDP disaster crop table.			Item 46

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**\*--327 CCC-564E-2 - Detailed Statement of Calculated Payment Amounts for Multiple Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description		Reference	
			CCC-564	CCC-564B
Quality Payment Rate	<b>FOR...</b>	<b>quality payment rate is computed according to the following.</b>		Item 47
	secondary use	<ul style="list-style-type: none"> <li>converted payment rate for the primary market, minus</li> <li>converted payment rate for the secondary market, times</li> <li>65 percent.</li> </ul> <p><b>Note:</b> If the secondary payment rate is greater than 80 percent of the primary quality payment rate, the payment rate for the secondary use is zero.</p>		
	tertiary use	<ul style="list-style-type: none"> <li>converted payment rate for the primary market, minus</li> <li>converted payment rate for the tertiary market, times</li> <li>65 percent.</li> </ul> <p><b>Note:</b> If the tertiary payment rate is greater than than 80 percent of the primary quality payment rate, the payment rate for the tertiary use is zero.</p>		
	unmarketable	<ul style="list-style-type: none"> <li>converted payment rate for the primary market, times</li> <li>95 percent, times</li> <li>65 percent.</li> </ul>		
Calculated Payment	Calculated payment for each use is computed by multiplying: <ul style="list-style-type: none"> <li>net production for payment, times</li> <li>quality payment rate.</li> </ul> The result is rounded to whole dollars.			Item 48
Gross Additional Quality Calculated Payment	Accumulated calculated payment amounts for all uses.			Item 64

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**\*--327 CCC-564E-2 - Detailed Statement of Calculated Payment Amounts for Multiple Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description	Reference	
		CCC-564	CCC-564B
This section of Part B computes the amount of quality that is computed in Part A.			
Use	Intended or actual use for the specified crop and crop type.	Item 43	Items 14 and 52
Producer Acres	<p>Calculated acreage attributable to the producer is the result of multiplying:</p> <ul style="list-style-type: none"> <li>• acreage, as applicable, for harvested, unharvested, or prevented planted acreage for the specified crop code, crop variety/type, and intended use for the unit, times</li> <li>• producer share.</li> </ul>		Items 19 and 55
Historical and Actual Marketing %	<b>FOR...</b>	<b>THEN the percentage used is determined according to the following...</b>	
	Historical Marketing %	<p>either of the following:</p> <ul style="list-style-type: none"> <li>• producer's historical marketing percentage</li> <li>• county average marketing percentage assigned by COC.</li> </ul>	Item 44 or 48
	Actual Marketing %	computed percentage based on how each use was actually marketed.	Item 54
Historic Yield	<p>Historical yield is the greater of the following:</p> <ul style="list-style-type: none"> <li>• producer's approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use</li> <li>• approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from KC-ITSDO in the disaster crop table.</li> </ul> <p><b>Note:</b> If COC adjusted the historic yield, the adjusted yield will be printed.</p>		Items 20 and 56
Disaster Level	<p>Calculated disaster level for the producer is the result of multiplying:</p> <ul style="list-style-type: none"> <li>• producer acres, times</li> <li>• historic yield, times</li> <li>• 65 percent.</li> </ul>		Items 21 and 57

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**\*--327 CCC-564E-2 - Detailed Statement of Calculated Payment Amounts for Multiple Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description	Reference	
		CCC-564	CCC-564B
Net Production	Net production for the specified crop, crop type, intended use, and harvest stage is determined according to the following.		
	<b>FOR...</b>		
	<b>THEN the production is...</b>		
	including quality	production downloaded by RMA or actual production including any COC adjustments or assignments.	Item 22
	excluding quality	actual production.	Item 58
Net Production for Payment	Net production for payment is determined by subtracting the following: <ul style="list-style-type: none"> <li>disaster level, minus</li> <li>net production.</li> </ul>		Items 23 and 59
Payment Rate	The approved payment rate from the disaster crop table for the specified crop, crop type, intended use, and planting number.		Items 24 and 60
Salvage Value	Salvage value attributable to the producer is determined by multiplying the following: <ul style="list-style-type: none"> <li>total salvage value for the unit for the crop type, times</li> <li>producer's share in the unit, times</li> <li>45 percent.</li> </ul>	Item 45 or 49	Items 26 and 62
Calculated Payment	Calculated payment for each line item is computed by multiplying the following: <ul style="list-style-type: none"> <li>net production for payment, times</li> <li>payment rate, times</li> <li>payment factor, times</li> <li>payment level.</li> </ul> <p>The result is rounded to whole dollars and the salvage value is subtracted. If the result is negative, the negative will be used in the calculated payment for the unit.</p>		Items 27 and 63
Calculated Payment Including Quality Adjustment	Accumulated calculated payment amounts using the producer's historical marketing percentage and COC-assigned or adjusted production.		Item 65a
Calculated Payment Excluding Quality Adjustment	Accumulated calculated payment amounts using the producer's actual marketing percentage and the producer's actual production.		Item 65b
Quality Amount Included in Production Loss	Amount of quality computed in Part A is computed by subtracting: <ul style="list-style-type: none"> <li>calculated payment including quality adjustment</li> <li>calculated payment excluding quality adjustment.</li> </ul> <p><b>Note:</b> If the result is negative, a zero will be used.</p>		Item 65

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**\*--327 CCC-564E-2 - Detailed Statement of Calculated Payment Amounts for Multiple Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description	Reference	
		CCC-564	CCC-564D
<b>Part C - Calculation of 95% Cap Reduction</b>			
Part C contains the detailed payment calculation data for the 95 percent cap reduction. The 95 percent cap reduction is computed for insured and uninsured crops only.			
<b>Note:</b> If the crop is noninsurable, the message, "Not applicable for this crop", will be printed in this part.			
Crop Type	Crop variety/type abbreviation for the specified crop.	Item 64	Item 11
St	Harvest stage for the specified crop type.	Item 38	
Int Use	Intended or actual use for the specified crop and crop type.	Item 43	Item 12
Pr	Practice for the specified crop and crop type.	Item 37	Item 13
Mkt %	Either of the following for the specified crop type, practice, and intended use: <ul style="list-style-type: none"> <li>producer's historical marketing percentage</li> <li>county average marketing percentage.</li> </ul>	Item 44 or 48	
Producer Acres	Calculated acreage attributable to the producer is the result of multiplying: <ul style="list-style-type: none"> <li>acreage, as applicable, for harvested, unharvested, or prevented planted acreage for the specified crop code, crop variety/type, and intended use for the unit, times</li> <li>producer share.</li> </ul>		Item 15
Historic Yield	Historical yield is the greater of the following: <ul style="list-style-type: none"> <li>producer's approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use</li> <li>approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from KC-ITSDO in the disaster crop table.</li> </ul> <b>Note:</b> If COC adjusted the historic yield, the adjusted yield will be printed.		Item 16
Price	The higher of the following for the specified crop, crop type, intended use, and planting number: <ul style="list-style-type: none"> <li>NASS season average price</li> <li>approved payment rate from the disaster crop table.</li> </ul>		Item 18
Expected Production	The expected production is computed by multiplying the following: <ul style="list-style-type: none"> <li>producer acres, times</li> <li>historic yield.</li> </ul>		Item 17

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**\*--327 CCC-564E-2 - Detailed Statement of Calculated Payment Amounts for Multiple Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description		Reference	
			CCC-564	CCC-564D
Production	<b>IF COC...</b>	<b>THEN...</b>		Item 19
	adjusted or assigned production	production downloaded by RMA or actual production including any COC adjustments or assignments.		
	did not adjust or assign production	actual production		
Disaster Payment	Calculated payment from Part A for the specified crop, crop type, intended use, practice, share, and harvest stage.			Item 20
Indemnity	Indemnity amount downloaded from RMA for the specified crop, crop type, intended use, practice, share, and harvest stage.		Item 42	Item 21
Value of Production	<b>IF the producer...</b>	<b>THEN...</b>		Item 22
	applies for quality	accumulated value of production computed from CCC-564B, item50 for all uses.		
	does not apply for quality	compute the value of production by multiplying the following: <ul style="list-style-type: none"> <li>• net production, times</li> <li>• price.</li> </ul>		
Total Crop Value	Total crop value is the result of adding the following for each line item: <ul style="list-style-type: none"> <li>• disaster payment, plus</li> <li>• indemnity, plus</li> <li>• value of production.</li> </ul>			Item 23
95% Cap	The 95 percent cap is computed by multiplying the following: <ul style="list-style-type: none"> <li>• expected production, times</li> <li>• price, times</li> <li>• 95 percent.</li> </ul>			Item 24
Exceed Cap	The amount that exceeds the cap for each line item is computed by subtracting the following: <ul style="list-style-type: none"> <li>• total crop value, minus</li> <li>• 95 percent cap.</li> </ul> If the result is negative, the negative amount will be used.			Item 25
Total 95% Cap Reduction	Accumulated amount that exceeds the cap for all line items.			Item 36

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**\*--327 CCC-564E-2 - Detailed Statement of Calculated Payment Amounts for Multiple Market Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description	Reference	
		CCC-564B	CCC-564D
<b>Part D - Net Payment Calculation for Unit and Crop</b>			
Part D includes the total calculated payment amounts from Parts A, B, and C, as applicable. Unless the crop is also a single market or value loss crop, the net unit payment is the net payment amount for the unit and crop.			
Calculated Disaster Payment	<p>Calculated disaster payment for the unit is computed according to the following:</p> <ul style="list-style-type: none"> <li>accumulated calculated payment for harvested and unharvested acreage from Part A, plus</li> </ul> <p><b>Note:</b> If the result is negative, then zero is used.</p> <ul style="list-style-type: none"> <li>accumulated calculated payment for prevented planted acreage from Part A.</li> </ul>	Items 67 and 68	
Additional Quality Payment	Accumulated net additional quality payment for all crop types, intended uses, and practices from Part B.	Item 69	
Total 95% Cap Reduction	Total 95 percent cap reduction fro all crop types, intended uses, practices, and stages from Part C.		Item 36
Net Unit Payment	<p>The net unit payment is computed according to the following:</p> <ul style="list-style-type: none"> <li>calculated disaster payment, plus</li> <li>additional quality payment, minus</li> <li>total 95 percent cap reduction.</li> </ul>		Item 37

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**\*--328 CCC-564E-3 - Detailed Statement of Calculated Payment Amounts for Value Loss Crops****A Introduction**

CCC-564E-3 is a computer-generated document that prints the calculated payment amount for value loss crops based on the data currently loaded in the CDP application file. CCC-564E-3 includes the detailed payment calculations for:

- production losses
- 95 percent cap reductions for insured and uninsured crops.

**Reminder:** Crops are grouped for payment purposes by unit, planting period, payment crop code, and payment type code. All matching payment crop codes and payment type codes are considered 1 crop for payment purposes.

**B Information on the Report**

CCC-564E-3:

- contains information for all value loss crop types for the payment grouping

**Note:** A separate report is printed for each unit and payment crop.

- is organized according to the following:
  - Part A includes detailed payment calculation data production losses including COC adjustments
  - Part B includes detailed 95 percent cap payment reduction data
  - Part C includes the total projected payment amount for the unit and crop.--\*

**\*--328 CCC-564E-3 - Detailed Statement of Calculated Payment Amounts for Value Loss Crops (Continued)**

**B Information on the Report (Continued)**

This table describes all the information printed on CCC-564E-3.

Field	Description	Reference	
		CCC-564	CCC-564C
Producer Name, Address, and ID Number	Producer name, mailing address and last 4 digits of the ID number.	Items 1A and 1B	Items 3A and 3B
Crop Name	Crop name for the unit.	Item 6	Item 7
Pay Type Code	Payment type code for the specified crop.		
Planting Period	The applicable planting period for the specified crop.	Item 7	
Unit Number	The unit number for the crop.	Item 5	Item 5
Location State	State and county code where the crop is located.	Item 3	Items 1 and 2
Location County			
Insured Status	Insured status for the crop and the applicable payment level. The payment level is determined according to the following.		Item 9
	<b>IF the crop is...</b>	<b>THEN the payment level is...</b>	
	insured	50 percent.	
	noninsurable	45 percent.	
insurable in the county but the producer did not obtain insurance			
<b>Part A - Production Loss Payment Calculation</b>			
Part A contains the detailed payment calculation data for production losses for value loss crops that have been loaded in CDP application file. The following information is printed for each crop type, intended use, and practice for the specified unit and crop definition.			
Crop Type	Crop variety/type abbreviation for the specified crop.	Item 51	Item 8
Share	Producer's share for the specified crop and crop type.	Item 52	Item 4
Field Market Value A	Field Market Value A for the specified crop and crop type.	Item 53	Item 10
Disaster Level	Calculated disaster level for the producer is the result of multiplying: <ul style="list-style-type: none"> <li>Field Market Value A, times</li> <li>65 percent.</li> </ul>		Item 11
Inventory After Disaster	Value of inventory after the disaster for the specified crop and crop type.	Item 54	Item 12
Ineligible Cause of Loss	Dollar value of ineligible causes of loss for the specified crop and crop type.	Item 55	Item 13

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**\*--328 CCC-564E-3 - Detailed Statement of Calculated Payment Amounts for Value Loss Crops (Continued)**

**B Information on the Report (Continued)**

Field	Description	Reference		
		CCC-564	CCC-564C	
Field Market Value B	Field Market Value B for the specified crop and crop type.	Item 56	Item 14	
Calculated Dollar Loss	Determining the calculated dollar loss for the producer, crop, and crop type is a 2-step process.		Item 16	
	<b>Step</b>	<b>Calculation</b>		
	1	<ul style="list-style-type: none"> <li>computed disaster level, minus</li> <li>Field Market Value B</li> </ul>		
	2	<ul style="list-style-type: none"> <li>calculated crop loss determined in step 1, times</li> <li>producer share.</li> </ul>		
Payment Factor	Either of the following: <ul style="list-style-type: none"> <li>the approved unharvested payment factor from the disaster crop table for the specified crop</li> <li>adjusted, unharvested payment factor approved by STC, if applicable.</li> </ul>		Item 17	
Salvage Value	Salvage value attributable to the producer is determined by multiplying the following: <ul style="list-style-type: none"> <li>total salvage value for the unit for the crop type, times</li> <li>producer's share in the unit, times</li> <li>45 percent.</li> </ul>	Item 58	Item 19	
Calculated Payment	Calculated payment for each line item is computed by multiplying the following: <ul style="list-style-type: none"> <li>calculated dollar loss, times</li> <li>unharvested payment factor, times</li> <li>payment level.</li> </ul> The result is rounded to whole dollars and the salvage value is subtracted. If the result is negative, then zero will be used in the calculated payment for the unit.		Item 20	
<b>Part B - Calculation of 95% Cap Reduction</b>				
Part B contains the detailed payment calculation data for the 95 percent cap reduction. The 95 percent cap reduction is computed for insured and uninsured crops only.				
<b>Note:</b> If the crop is noninsurable, the message, "Not applicable for this crop", will be printed in this part.				
Crop Type	Crop variety/type abbreviation for the specified crop.	Item 51		
Share	Producer's share for the specified crop and crop type.	Item 52		

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**\*--328 CCC-564E-3 - Detailed Statement of Calculated Payment Amounts for Value Loss Crops  
(Continued)**

**B Information on the Report (Continued)**

Field	Description	Reference	
		CCC-564	CCC-564D
Disaster Payment	Calculated payment from Part A for the specified crop, crop type, intended use, practice, share, and harvest stage.		Item 26
Indemnity	Indemnity amount downloaded from RMA for the specified crop and crop type.		Item 27
Value of Production	Field Market Value B for the specified crop and crop type.		Item 28
Total Crop Value	Total crop value is the result of adding the following for each line item: <ul style="list-style-type: none"> <li>• disaster payment, plus</li> <li>• indemnity, plus</li> <li>• value of production.</li> </ul>		Item 29
95% Cap	The 95 percent cap is computed by multiplying the following: <ul style="list-style-type: none"> <li>• Field Market Value A, times</li> <li>• 95 percent.</li> </ul>		Item 30
Exceeds Cap	The amount that exceeds the cap for each line item is computed by subtracting the following: <ul style="list-style-type: none"> <li>• total crop value, minus</li> <li>• 95 percent cap.</li> </ul> If the result is negative, the negative amount will be used.		Item 31
Total 95% Cap Reduction	Accumulated amount that exceeds the cap for all line items.		Item 36

**Part C - Net Payment Calculation for Unit and Crop**

Part C includes the total calculated payment amounts from Parts A, B, and C, as applicable. Unless the crop is also a single market or multiple market, the net unit payment is the net payment amount for the unit and crop.

Field	Description	Reference	
		CCC-564C	CCC-564D
Calculated Disaster Payment	Calculated disaster payment for the unit from Part A.	Item 20	
Total 95% Cap Reduction	Total 95 percent cap reduction fro all crop types from Part B.		Item 36
Net Unit Payment	The net unit payment is computed according to the following: <ul style="list-style-type: none"> <li>• calculated disaster payment, minus</li> <li>• total 95 percent cap reduction.</li> </ul>		Item 37

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**\*--329 Printing the Producer Detailed Calculated Payment Reports**

**A Printing the Report From Menu MHADO1**

The producer detailed calculated payment reports can be printed for a specific producer or for all producers. Follow the steps in this table to print CCC-564E-1, CCC-564E-2, and CCC-564E-3.

Step	Menu or Screen	Action	Result
1		Access 2001/2002 CDP Payment Processing Main Menu according to paragraph 274.	Menu MHADN0 will be displayed.
2	MHADN0	ENTER "5", "Reports", and PRESS "Enter".	Menu MHADO1 will be displayed.
3	MHADO1	ENTER "2", "Print Detailed Entitlement Report", and PRESS "Enter".	Screen MHADPRT2 will be displayed.
4	MHADPRT2	Enter the appropriate printer ID and PRESS "Enter".	Screen MHADN701 will be displayed.
5	MHADN701	Screen MHADN701 provides several options to print the calculated payment reports. Select either a specific producer or all producers according to the following.	
		<b>Selection</b>	<b>Action</b>
		Process calculated payment reports for all producers.	ENTER "ALL" in the "Enter Producer ID Number" field and PRESS "Enter".  <b>Note:</b> Do not use this option if worksheets are being updated on other workstations. Wait until all users have exited the CDP worksheet process.
Process calculated payment reports for a selected producer.	Enter 1 of the following and PRESS "Enter":  <ul style="list-style-type: none"> <li>• producer ID number and ID type in the "Enter Producer ID Number and Type" fields</li> <li>• last 4 digits of producer's ID number in the "Last Four Digits of ID" field</li> <li>• producer's last name in the "Last Name" field.</li> </ul>	Report will be generated if the selected producer has any applications on the worksheet file.  Screen MHADN701 will be redisplayed.	

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330-332 (Reserved)

## \*--333 Pending Payment Registers

### A About the Pending Payment Registers

When CDP payments are processed, pending payment registers will be printed for each selected producer that is eligible for payment. This register informs County Offices of the amount of the payment that has been computed and which payment batch the payment will be processed through. According to paragraph 283, the payment batches are as follows.

- "B"atch - regular payments that have no special circumstances. These payments require no user intervention.
- "A"ssignment - payments marked in name and address as having an assignment or joint payee form on file. These payments require no user intervention, but may require more time to print because they will read the assignment/joint payee file.
- "O"nline - payments marked in name and address as having a receivable, claim, other agency claim, bankruptcy, deceased, missing, incompetent, or nonresident alien flag. These records **require** user intervention.

**Note:** Pending payment registers will only be printed for the payment batches being processed.

### B Reviewing the Pending Payment Registers

The pending payment registers are automatically printed after all selected payments have been computed. County Offices shall review the registers to ensure that payments have been computed properly.

**Recommendation:** It is recommended that County Office print the Producer Summary Report according to paragraph 325 to verify payment amounts.

If a payable is not computed properly, County Offices shall:

- cancel CCC-184 or EFT **immediately** after it is processed
- correct the condition that caused the payable to be computed improperly
- re-run the payment.--\*

**\*--333 Pending Payment Registers (Continued)**

**C Information on the Pending Payment Register**

The following information is printed on the pending payment register.

<b>Field</b>	<b>Contents of Field</b>
ID Number and Type	Producer ID number and ID type.  <b>Note:</b> If the payment is for a joint operation, the joint operation will be printed. Members will not be printed.
Name	Name of producer.
Payment Year	Most beneficial year for the producer based on the data currently recorded in the system.
Gross Payment	Calculated payment amount before payment limitation has been applied.
Pay Limit	Amount the payable is being reduced because of payment limitation.  <b>Note:</b> An amount will only be printed in this field for the crop on which the producer reaches payment limitation. If a payable is completely reduced to zero because of payment limitation, that payable will be printed on the nonpayment register.
Net Payment	Calculated payment amount after payment limitation has been applied.

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**\*--334 Nonpayment Register****A About the Nonpayment Register**

When CDP payments are processed, a nonpayment register will be printed for each selected producer that is not eligible for payment. This register informs County Offices of the reason the payment is not being issued.

**Note:** A nonpayment register will be printed even if all producers in the selected batch are being paid. The message, "No Exceptions for Selected Producers", will be printed on the nonpayment register.

**B Reviewing the Nonpayment Register**

The nonpayment register is automatically printed after all selected payments have been computed. County Offices shall review the nonpayment register to identify conditions that are preventing CDP payments from being issued and take the appropriate action.

**C Using the Reconciliation Report**

Since 2001/2002 CDP payments are issued through 1 payment process, some messages that have printed on the nonpayment register for past disaster programs will not be printed on the 2001/2002 nonpayment register. However, these messages are printed on the reconciliation report for the applicable year.

County Offices shall print the reconciliation report regularly to ensure that the maximum payment is issued to the producer. See paragraph 226 for additional information on the reconciliation report.--\*

**\*--334 Nonpayment Register (Continued)**

**D Nonpayment Register Exception Messages**

County Offices shall resolve exception messages printed on the nonpayment register according to this table.

<b>Message</b>	<b>Reason for Message</b>	<b>County Office Action</b>
"Payment Computed to Zero"	The payment for the producer calculated to zero for any of the following reasons: <ul style="list-style-type: none"> <li>• the producer's accumulated payment has been reduced to zero because the producer is ineligible for payment</li> <li>• accumulated payment for the producer does not round to at least \$1.</li> </ul>	Ensure that all application data is loaded correctly in the system.
"Prior Payment Exceeds Current Payment"	Payments issued exceed the earned payment amount for the producer.	Ensure that all application data is loaded correctly in the system and determine whether producer is overpaid.
"Payment Limitation Allocated to Zero"	A payment cannot be issued to a multi-county producer because the 2002 CDP payment limitation is set to zero.	Contact the control county to request a payment limitation allocation.
"Payment Limitation has been Exceeded"	Payments issued to the producer exceed the 2002 CDP payment limitation allocation for the county.	Contact the control county to request an increase in the payment limitation allocation. If the payment limitation cannot be increased, determine whether producer is overpaid.
"Producer has Reached Payment Limitation"	Payments issued to the producer have reached the effective payment limitation.	Contact the control county to request an increase in the payment limitation allocation. If the limitation cannot be increased, the producer is not eligible to receive any additional payments.
"Producer has Refused All Payment"	Refuse payment flag in the name and address file is set to "Y".	If the producer: <ul style="list-style-type: none"> <li>• has refused program payments, disregard the message</li> <li>• not refused program payments, change the refuse payment flag to "N" in the name and address file.</li> </ul>
"Producer is a Federal Entity"	Entity type in the name and address file is A08".	Do <b>not</b> issue payment to a Federal entity.

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334 Nonpayment Register (Continued)

D Nonpayment Register Exception Messages (Continued)

County Offices shall resolve exception messages printed on the nonpayment register according to this table.

Message	Reason for Message	County Office Action
"Producer is a Joint Operation"	The entity displayed has an entity type of "02" or "03".	This is an informational message and no action is required.
"Producer ID Not on Entity File"	The producer is a joint operation and is not loaded in the joint operation file according to 2-PL.	Ensure that member information is loaded correctly in the joint operation file according to 2-PL.
"Producer Has Temporary ID Number"	The producer has a temporary ID number.	Producers with temporary ID numbers are not eligible for payment. Obtain the producer's ID number and record the information in all applicable applications.
"Invalid Entity Type or Producer ID Type - Entity Type - XX - Producer ID Type - XX"	The producer's ID type or entity type is incorrect.	Correct the entity type, producer ID type, or both if they are not loaded correctly in the name and address file.
"Run Reconciliation Report to Ensure the Maximum Payment has been Issued to the Producer"	<p>One of the following conditions has been encountered for the applicable producer:</p> <ul style="list-style-type: none"> <li>• an eligibility record is not on the system for the producer</li> <li>• person determination flag in specified county is invalid</li> <li>• AD-1026 flag in specified county is invalid</li> <li>• 6-CP flag in specified county is invalid</li> <li>• controlled substance flag in specified county is "N"</li> <li>• disaster gross income for the producer or member is invalid.</li> </ul>	<p>Update the producer's eligibility flags, according to COC determinations, according to 2-PL.</p> <p><b>Note:</b> Print Report MABDIG to determine the invalid flags.</p>

**\*--335 Overpayment Register****A About the Overpayment Register**

When overpayments are computed, an overpayment register will be printed that includes information for each selected producer that is overpaid. This register informs County Offices of the reason the overpayment has been calculated and the amount of the overpayment.

**Note:** An overpayment register will be printed even if none of the producers in the selected batch are overpaid. In this case, the message, "No Overpayments Found for Selected Producers", will be printed on the overpayment register.

**B Reviewing the Overpayment Register**

The overpayment register is automatically printed after all selected overpayments have been computed. County Offices shall timely review the overpayment register to ensure that:

- producers are timely notified of overpayments
- the finality rule will not apply.

**C DD Review**

DD's shall review the overpayment register to ensure that County Offices are:

- running the overpayment process regularly
- transferring legitimate debts to CRS timely
- collecting overpayments in a timely manner
- correcting information in the system that creates an erroneous overpayment condition.

**D Register Retention**

County Offices shall retain copies of 2001/2002 CDP overpayment registers for 1 year from the date the overpayment register is prepared.

**E Reprinting the Overpayment Register**

The overpayment register for the most recent computations can be reprinted by accessing option 2, "Reprint Overpayment Register", on Menu MHADO2.

**Note:** The overpayment register cannot be reprinted if the system date is more than 7 calendar days past the date the overpayments were last computed.--\*

**\*--336 Overpayment Register Messages**

**A Exception Messages on the Overpayment Register**

This table lists the messages that may be displayed on the overpayment register.

Message	Reason for Message
"Found on Payment History Only"	<p>Producer has a payment recorded on the payment history file and 1 or more of the following conditions exist for <b>all applications</b> filed by the producer:</p> <ul style="list-style-type: none"> <li>• COC payment approval date is not recorded in the system</li> <li>• applications have been deleted</li> <li>• applications has been disapproved for payment.</li> </ul> <p>Refuse payment flag for the producer in the name and address file is set to "Y".</p>
"Prior Payment Exceeds Current Payment"	<p>Total payments issued to the producer exceeds the total calculated payment for the most beneficial year. Reasons for this may include any of the following:</p> <ul style="list-style-type: none"> <li>• acres or yield has been reduced for single or multiple-marketed crops</li> <li>• production has been increased for single or multiple-marketed crops</li> <li>• inventory amounts have changed reducing the producer's crop loss on a value loss crop</li> <li>• crop table data has changed reducing the earned payment amount for the crop.</li> </ul>
"Payment Limitation Has Been Exceeded"	<p>Payments issued to the producer now exceed the producer's 2002 CDP payment limitation allocation.</p>
"Producer Is a Joint Operation"	<p>This is an informational message. The entity displayed has an entity code of "02" or "03".</p>
"One or More Members of the Joint Operation Have Been Rejected"	<p>The producer is a joint operation in which at least 1 member of the joint operation is in an overpayment condition.</p>
"Producer Is a Member of XX XXXXXXXX X"	<p>The producer is a member of a joint operation. The joint operation ID number is identified in the message.</p>
Run 200X Reconciliation Report to Verify the Maximum Payment Has Been Issued	<p>One of the following conditions have been encountered for the applicable producer:</p> <ul style="list-style-type: none"> <li>• an eligibility record is not on the system for the producer</li> <li>• person determination flag is invalid</li> <li>• AD-1026 flag is invalid</li> <li>• 6-CP flag is invalid</li> <li>• controlled substance flag is invalid</li> <li>• disaster gross income flag for the producer or member is invalid.</li> </ul>

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337 NASS Season Average Crop Table

**A Introduction**

The 95 percent cap calculation for insurable crops requires that the value of the crop be based on the higher of the following:

- CDP payment rate from the disaster crop table (RMA-insured price)
- NASS season average price for the crop.

**B NASS Price Data**

Unlike the disaster crop table, State and County Offices are not required to obtain documentation on average price data for the State and county. The NASS season average price for 2001 and 2002 is a nationwide average price for the crop, crop type, intended use, and unit of measure.

**C Information on the NASS Season Average Crop Table Report**

The NASS Season Average Crop Table Report includes 2001 and 2002 prices for all insurable crops. The following table describes all the information printed on NASS Season Average Crop Table Report.

Field	Description		
State	If a price has been established for a specific State, the State name will be printed in this column.		
	<b>IF a State name is...</b>	<b>THEN the NASS season average price...</b>	
	listed	applies to that particular State.	
	not listed	is a national price that applies to all other States.	
Crop Code	FSA crop code from 2-CP.		
Crop Name	Crop name corresponding to the FSA crop code.		
Crop Type	Abbreviated crop type for the specified crop.		
Unit of Measure	Some crops have more than 1 unit of measure, particularly where crops are marketed differently in other States. To compute the correct value of the crop, the units of measure for the NASS season average price must be the same as those on the disaster crop table.		
	<b>If the unit of measure is...</b>	<b>AND the NASS unit of measure...</b>	<b>THEN the NASS season average price...</b>
	blank		does not exist for the specified crop, crop type, and intended use. In this case, the CDP disaster crop table price is used to compute the value of production for the 95 percent cap calculation.
	not blank	matches the unit of measure on the CDP disaster crop table	
does not match the unit of measure on the CDP disaster crop table			for the crop, crop type, and intended use has not been included on the NASS crop table.  <b>Note:</b> An error message will be printed on the detailed statement of the calculated payment report. See subparagraph D for additional information.

337 NASS Season Average Crop Table (Continued)

**C Information on the NASS Season Average Crop Table Report (Continued)**

Field	Description
Intended Use	Intended use for the specified crop and crop type.
2001 Price	NASS season average price for the applicable year.
2002 Price	<p><b>Note:</b> If the price is zero, the CDP payment rate from the disaster crop table will be used in the 95 percent cap calculation.</p>

**D Additions to the NASS Season Average Crop Table**

Because the NASS season average price is a nationwide price, State Offices are not required to submit documentation to add crops to the crop table unless an insurable crop has been omitted from the NASS season average crop table.

The primary reason that crops may need to be added to the NASS season average crop table is that a price has not been established for the correct unit of measure applicable to the crop in the State.

The message, "NASS Season Average Price is not available for this crop", will be printed on the Detailed Statement of Calculated Payment Report for the applicable producer and crop if a match for the crop is not found on the NASS season average crop table. If this message is printed, County Offices shall notify the State Office that a NASS price is needed for the applicable crop.

When notified that a crop should be added to the NASS season average crop table, State Offices shall submit the following documentation to PECD, Common Provisions Branch:

**Note:** This procedure applies to NASS season average prices only and should not be confused with submitting data for the CDP disaster crop table.

- crop code and crop name
- crop type
- intended use
- unit of measure.

**Note:** If the unit is in something other than pounds, tons, or hundredweight, an additional explanation is needed for the unit of measure, such as the number of pounds in the box, lug, carton, bushel, etc.

State Offices shall not request additions of prices for a crop in their State simply because the downloaded price may not represent the average price in the State.

338-340 (Reserved)

**\*--Section 6 Recovery Process****341 Using the Recovery Process****A Introduction**

If the system is interrupted for any reason while processing CDP payments, the recovery program is executed when the option to issue payments is accessed again.

**B Recovery Process**

When an interruption occurs, the system attempts to automatically recover when either of the following occurs:

- the user selects any option on Menu FAX250 from the workstation that was processing payments before the interruption
- the user selects a payment option on the CDP Payment Processing Menu MHADN0. Depending on the situation, various messages will display on the screen.

The system recovers to the point of interruption or a report, file listing, or both print to assist in the recovery process.

**C Recovery Process**

Screen MHADNRV2 displays if an interruption is detected. The message, "An interruption in the payment processing has been detected. PRESS "Enter" to attempt the recovery process. PLEASE DO NOT CANCEL.", will display on the screen. Canceling the process will damage the PPH file.

**D If an Interruption Is Detected**

After the recovery process has been completed, Screen MHADNRV3 will be displayed. The message, "The recovery process has completed. PRESS "Enter" to continue with the option originally selected.", will display on the screen. The system returns to the process that was originally selected on Menu MHADN0.

The user may now continue with original processing.--\*

**\*--342 CDP Diagnostic Report**

**A When Report Will Print**

If intervention is required from the FSA National Help Desk, the CDP Diagnostic Report is placed on the spool file. A message is displayed that instructs the user that the CDP recovery program has printed a report. The report is on hold. The user must release the report from the spool file.

Do not destroy the report. This report contains information that is helpful to the FSA National Help Desk in restoring the system.

**B Contacting the FSA National Help Desk**

If the CDP Diagnostic Report is received, immediately contact the FSA National Help Desk through the appropriate State Office personnel. Ensure that the report is available to assist the FSA National Help Desk.

**C State Office Action**

The State Office shall immediately contact the FSA National Help Desk. Do not attempt to correct the County Office system.--\*

**343-350 (Reserved)**

**\*--Part 13 Sugar Beet Disaster Program**

**351 Authority**

**A Statutory Authority**

The Agricultural Assistance Act of 2003 (Pub. L. 108-7) authorizes the implementation of a special SDP. The Act provides \$60 million for payments to sugar beet producers that suffered production losses, including quality in either the 2001 or 2002 crop years.

**B Regulatory Authority**

Regulations for SDP are provided in 7 CFR Part 1481.--\*

**352 Program Provisions****A Year of Loss**

Producers have the option to receive payment for crop year 2001 or 2002 SDP benefits, but not both.

**B Signup Period**

Signup begins September 15, 2003, and ends October 31, 2003, or a later date to be determined by the Deputy Administrator. Producers with eligible losses may file an application for benefits anytime during the signup period. Applications shall be filed in the county in which the unit is administratively located.

**C Crop Disaster Program**

The provisions of the 2001 and 2002 CDP will apply to SDP unless modified or supplemented in this part.

- Payments issued for 2001 or 2002 SDP are limited to a \$80,000 per “person” as determined according to 7 CFR Part 1400, Subpart 4, and 1-PL, Part 4. This limitation does not include any payments received for other crop losses under CDP or crop insurance. See paragraph 19 for other payment limitation provisions.
- Conservation compliance provisions apply to SDP. See paragraph 17 for provisions.
- Crop insurance linkage provisions in paragraph 15 apply.
- Assignment provisions in paragraph 20 apply.
- \*--Follow procedure in paragraph 16 for gross revenue provisions.--\*
- Paragraph 21 provides procedure for FAXed signatures.

**D National Factor**

If the total calculated value of eligible SDP applications exceeds the available funding, \$60 million, a national payment factor will be applied to payments issued to eligible sugar beet producers.

**\*--353 Eligible Losses**

**A Loss Threshold**

Producers are eligible for SDP benefits when a qualifying loss exceeds 35 percent on the unit in either 2001 or 2002 crop year.

**B Eligible Losses**

SDP payment provisions apply to:

- prevented planted sugar beets

**Note:** See paragraph 36 for prevented planted provisions.

- production losses in quantity and quality because of adverse weather conditions while the beets were still in the field.

**Note:** See subparagraph 8 A for definition of adverse weather conditions.

**C Proof of Loss**

Where available and determined accurate, RMA loss records will be used for insured sugar beets. For producers without insurance, the producer must provide documentation by unit for 2001 or 2002 including:

- number of acres
- actual production
- sugar percent.

Certifications by third parties or the owner and other such documentation will not be accepted.--\*

**\*--354 Payments****A Year Selection**

Payments will be made to eligible producers who have sustained losses in excess of 35 percent on the unit in either 2001 or 2002, but not both. Any producer with eligible losses in both years may elect only 1 year (2001 or 2002) in the administrative county for all units.

**Note:** Producers having losses in both years should apply for SDP benefits for both 2001 and 2002 crop years. The automated system will determine the most beneficial year for the producer.

**B Payment Calculation**

Eligible producers with production losses in excess of 35 percent will receive payments based on the higher of the following 3 options:

- **Option A**

60 percent of the sugar beet gross crop insurance indemnity.

- **Option B**

65 percent of the historic yield (higher of the producer's APH or the county average yield), times producer acres, minus net production, times unharvested or prevented planted payment factor, if applicable, times 55 percent of Multi-Peril Crop Insurance price election as follows:

- 2001 crop \$36 per ton
- 2002 crop \$33 per ton.

- **Option C**

100 percent of the higher of the producer's APH or the county average yield times producer acres, minus the net production, times \$12.50 per ton.

**Note:** Eligible producers with prevented planted acreage will receive payments based on the higher of Option A or B provided in this subparagraph. Option C does not apply to prevented planted SDP payments.--\*

**\*--354 Payments (Continued)**

**C Payment Cap**

SDP assistance to a producer for losses to a crop, together with the following amounts applicable to the same crop, may not exceed 100 percent of what the value of the crop would have been in the absence of the losses:

- the value of the crop that was not lost
- any net crop insurance payment made under the Federal Crop Insurance Act.

One hundred percent of the value of the crop in the absence of the loss is calculated by multiplying:

- producer's acres (acres times producer's share), times
- historic yield (higher of the APH or county average yield), times
- price (higher of the APH price or NASS seasonal average price).--\*

**\*--355 Conversion to Standardized Tons****A Adjustment to Production**

Sugar beet production data obtained from RMA has already been adjusted to standardized tons. Therefore no additional adjustment because of sugar content is necessary.

For producers without RMA production data, an adjustment to standardized tons shall be made according to subparagraphs B through D. The adjusted production shall be entered on CCC-567 application, item 23.

**B Adjustment Procedure**

Production that meets the minimum acceptable standards contained in the sugar beet processor contract or corporate resolution will be converted to standardized tons by:

- dividing the average percentage of raw sugar in such sugar beets by the raw sugar content percentage shown in the Special Provisions of the Federal Crop Insurance Policy for the administrative county, for the applicable disaster year
- multiplying the result (rounded to 3 places), times the number of tons of such sugar beets.

**C Raw Sugar Percentage**

The average percentage of raw sugar will be determined from tests performed by the processor at the time of delivery.

If individual tests of raw sugar content are not made at the time of delivery, the average percent of raw sugar may be based on the results of previous tests performed by the processor during the crop year if it is determined such results are representative of the total production. If not representative, the average percent of raw sugar will equal the raw sugar content percent shown in the crop insurance policy Special Provisions for the administrative county.--\*

**\*--355 Conversion to Standardized Tons (Continued)****D Adjustments to Production Not Meeting Minimum Standards**

Production appraised after the earliest delivery date that the processor accepts harvested production and that does not meet the minimum acceptable standards contained in the sugar beet processor contract because of an eligible cause of loss will be converted to standardized tons by dividing:

- the gross dollar value of all of the damaged sugar beets on the unit (including the value of cooperative stock, patronage refunds, etc.) by the average local market price per pound, as determined by COC for the year of the application
- that result by 2000
- that result by the county average raw sugar factor contained in the RMA crop insurance policy Special Provisions for the administrative county and applicable disaster year.

**Example:**

- the total dollar value of the damaged sugar beets is \$6,000.00
- the local market price is \$0.10
- the county average raw sugar factor is 0.15.

The amount of production to count would be calculated as follows:

$$\$6,000.00 \div \$0.10 = 60,000 \text{ lbs.}$$

$$60,000 \text{ lbs.} \div 2000 = 30 \text{ tons}$$

$$30 \text{ tons} \div 0.15 = 200 \text{ Tons (production to count).--*}$$

**\*--355 Conversion to Standardized Tons (Continued)**

**E Location of RMA Special Provisions**

The RMA Sugar Beet Special Provisions, which contains the county average raw sugar factor for the administrative county, may be obtained from the RMA website following these steps.

<b>Step</b>	<b>Action</b>
1	Log on to the RMA public internet website at <a href="http://www.rma.usda.gov">http://www.rma.usda.gov</a> .
2	Click on the link labeled "Tools/Calculators".
3	Click on the link labeled "Search the Actuarial Document System".
4	Click on the link labeled "Advanced (Frame-based) Actuarial Document Selection".
5	Click on the link labeled "State".
6	Click on the State name for the administrative county.
7	Click on the name of the administrative county.
8	Click on the crop name "Sugar Beets".
9	Click on the link labeled "20XX SPRV" where XX represents the applicable disaster year.
10	Print a copy of the applicable Special Provisions documenting the raw sugar content percentage used to adjust production.

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356 Applying for SDP Benefits

**A Required Forms**

The following forms are required to apply for SDP benefits:

- AD-1026, if one is not already on file
- CCC-566
- CCC-502, if one is not already on file
- CCC-567
- CCC-565
- \*\*\*
- FSA-578.

**B Instructions for Completing CCC-567**

A manual CCC-567 should be completed according to this table when the automated system is unavailable.

Item	Instructions	
1	A	Enter producer name and address.
	B	Enter producer telephone number.
2	Enter last 4 digits of producer ID number.	
3	Enter the State and county code for which the unit is administratively located.  <b>Exception:</b> Physical location State and county codes shall be used for insured applications loaded through "Cmd16". See paragraph 207 for additional information on loading applications through "Cmd16".	
4	Check the crop year for which disaster benefits are being requested.  <b>Note:</b> If producer is applying for both 2001 and 2002 crop years, 2 applications must be submitted.	
5	Enter the unit number.	
6	Enter the farm serial numbers associated with the unit.  <b>Note:</b> This is not a required entry.	

**\*--356 Applying for SDP Benefits (Continued)**

**B Instructions for Completing CCC-567 (Continued)**

Item	Instructions	
<b>Part A - Notice of Loss</b>		
7	Check the appropriate block to identify whether the crop is insured, noninsurable, or uninsured.	
8	A	Enter the weather-related disaster event that caused the loss.
	B	Enter the date the crop was planted.
	C	Enter the date the disaster event occurred.
	D	Enter the date the crop was destroyed or abandoned, if applicable.
9	Check the type of loss being reported, that is, prevented planting and/or damaged crop/low yield.	
10	If item 9 is checked for prevented planted acreage, follow paragraph 36 for determining eligible prevented planted acres.	
11	If item 9 is checked for damaged crop/low yield, enter the total acres planted to the crop for the unit according to paragraph 35.	

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\*--356 Applying for SDP Benefits (Continued)

**B Instructions for Completing CCC-567 (Continued)**

Item	Instructions
<b>Part B - Record of Management</b>	
Items 12 through 14 are not required to be completed if RMA data for the unit is provided in the RMA download.	
12	<p>For acreage entered in items 10 and 11, explain the purchase, delivery, or arrangement for seed, chemicals, fertilizer, and land preparation measures taken for this crop.</p> <p><b>Note:</b> For prevented planted acreage only, attach copies of receipts for COC verification of intended prevented planted acreage.</p>
13	<p>If “Damaged Crop/Low Yield” is checked in item 9, explain cultivation practices (fertilizer amounts, cultivation, seeding rate and variety, pesticides, and herbicide amounts, irrigation measures, etc.) for expected crop production, before and after date of damage on affected crop acreage.</p>
14	<p>Describe what has been done with the prevented planted or damaged crop acreage. If prevented from planting, include the normal final planting date. If acreage was planted and harvested, enter “ALL” or if only partially harvested enter the appropriated acreage according to Part C.</p>

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\*--356 Applying for SDP Benefits (Continued)

**B Instructions for Completing CCC-567 (Continued)**

Item	Instructions
<b>Part C - Report of Production</b>	
15	Enter the producer share as a percent.
16	Enter the acres associated with the practice and stage.
17	Enter the practice: <ul style="list-style-type: none"> <li>• “I” for irrigated</li> <li>• “N” for nonirrigated.</li> </ul>
18	Enter the following stage abbreviations: <ul style="list-style-type: none"> <li>• “H” for harvested</li> <li>• “UH” for unharvested</li> <li>• “PP” for prevented planting.</li> </ul>
19	Enter the intended use, such as PR for processing or SD for seed.
20	For insured crops, net production is the RMA downloaded production to count. For noninsurable and uninsured crops, enter producer’s actual harvested production including unmarketable production.
21	Enter the gross crop insurance indemnity payment. <p><b>Note:</b> RMA download will include the gross crop insurance indemnity payment.</p>
22	Enter the net crop insurance indemnity (gross crop insurance indemnity payment minus the premium paid by the producer). <p><b>Note:</b> RMA download will include the net indemnity payment.</p>
23	COC shall enter adjusted or assigned production, as applicable, according to the following: <ul style="list-style-type: none"> <li>• enter assigned production determined according to paragraph 60</li> <li>• enter adjusted production for quality according to Part 7.</li> </ul>
24	Enter an: <ul style="list-style-type: none"> <li>• “A” flag if the assigned production is to be added to actual production</li> <li>• “O” flag if the assigned production is to override the actual production.</li> </ul>

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\*--356 Applying for SDP Benefits (Continued)

**B Instructions for Completing CCC-567 (Continued)**

Item	Instructions
<b>Part D - Remarks</b>	
	Enter in remarks, information necessary to document any loss, unusual practices or uses, or calculation used in documenting problem.
<b>Part E - Producer Certification</b>	
25 A, B	Producer signature and date.  <b>Note:</b> Only 1 member having authority to sign for the partnership is required to sign for a partnership.
26 A-C	CCC representative shall sign and date the worksheet and indicate in the box provided whether approved or disapproved.
27 A, B	Enter the name, address, and telephone number of the County FSA Office where the farm is administratively located and where the application is filed.

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\*--356 Applying for SDP Benefits (Continued)

C Example of CCC-567

This form is available electronically.

<b>CCC-567</b> U.S. DEPARTMENT OF AGRICULTURE (08-25-03) Commodity Credit Corporation  <p style="text-align: center;"><b>2001 and 2002 SUGAR BEET DISASTER PROGRAM (SDP) APPLICATION</b></p>	1A. Producer's Name and Address (City, State and Zip Code)  John Smith Rt. 1 Stockton, CA 95201	2. Producer's Identification No.  6789S
	1B. Producer's Telephone No. (Including Area Code) (111) 111-1111	3. State and County Codes  06-107
4. Crop Year (Check ONLY one): <input type="checkbox"/> 2001 <input checked="" type="checkbox"/> 2002		
5. Unit Number  1.01	6. FSN's Associated with Unit  225	

**NOTE:** The authority for collecting the following information is Pub. L. 108-7, Agricultural Assistance Act of 2003. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is The Agricultural Assistance Act of 2003 (Pub. L. 108-7) and 7 CFR Part 1480. The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility. In addition to the already published routine uses, this information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. All information provided herein is subject to verification by the Commodity Credit Corporation. As provided in various statutes, failure to provide true and correct information may result in civil suit or criminal prosecution and the assessment of penalties or pursuit of other remedies. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.

**PART A - NOTICE OF LOSS**

7. Check appropriate block:  Insured  Noninsurable  Uninsured

8A. What disaster event caused the loss?  
Drought

8B. Date (MM-DD-YYYY) Crop Planted: N/A	8C. Disaster Event Date (MM-DD-YYYY): 6-1-02 - 9-1-02	8D. Date (MM-DD-YYYY) Crop Destroyed/ Abandoned: N/A
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9. Check type of loss reported in Item 8. (Check any and all that apply)

Prevented Planting  Damaged Crop/Low Yield

10. Prevented Planted Acreage: N/A

11. Planted Acreage: 125

**PART B - RECORD OF MANAGEMENT FOR THIS CROP**

12. Purchased/Delivered/Arranged for:	YES	NO	If "YES", explain (for prevented planting attach copies of receipts):
Seed, Chemicals and Fertilizer			
Land Preparation Measures			

13. What cultivation practices were employed on damaged/low yield crop acreage?

14. What was done with prevented planted or damaged crop acreage?

**PART C - REPORT OF PRODUCTION**

15. Producer Share	16. Acres	17. Practice	18. Stage	19. Use	20. Net Production	21. Gross Indemnity	22. Net Indemnity	COC Use Only	
								23. Assigned/Adj. Production	24. Flag
1.000	125	N	H	PR	1,000	24,750	21,700		

--\*

\*--356 Applying for SDP Benefits (Continued)

C Example of CCC-567 (Continued)

CCC-567 (08-25-03) (Page 2)

**PART D - REMARKS**

**PART E - PRODUCER'S CERTIFICATION**

*I understand that USDA will be conducting spot-checks for this program and authorize FSA access to any records held by elevators, processors, contractors, etc. or any other agency or organization maintaining records or other substantiating evidence for which I am basing this certification of production.*

*I certify that all information reported on this application is true and correct and understand that if any information is determined to be in error that the application may be denied and may result in a determination of ineligibility in whole or in part.*

**NOTICE:** This application will not be complete until the following forms are filed:

- CCC-566, 2001 and 2002 Crop Insurance and/or Noninsured Assistance Program Coverage Agreement.
- CCC-565, Disaster Assistance Gross Revenue Certification Statement.

The following are only applicable if one is currently not on file.

- CCC-502, Farm Operating Plan for Payment Eligibility.
- AD-1026, Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification.
- FSA-578, Report of Acreage. *(If insured, acreage report not required.)*

25A. Producer Signature	25B. Date (MM-DD-YYYY) 9-27-03
26A. Signature of COC or Designee /s/ COC	27A. County FSA Office Name and Address (Including Zip Code) My County FSA Office 456 Highway 10 Stockton, CA 95201
26B. Date (MM-DD-YYYY) 10-01-03	26C. Determination: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
	27B. Telephone No. (Area Code): (333) 333-3333

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**\*--357 Completing CCC-567A**

**A Instructions for Completing CCC-567A**

Complete CCC-567A according to the following table.

**Note:** CCC-567A is the SDP payment calculation and cap reduction worksheet.

Item	Instructions
1 and 2	Enter the State and county codes where the land is administratively located from CCC-567, item 3.
3	Enter producer name from CCC-567, item 1.
4	Enter last 4 digits of producer ID number from CCC-567, item 2.
5	Enter the unit number for the producer and crop from CCC-567, item 5.
6	Check the appropriate block that corresponds to the block checked from CCC-567, item 7.
7	ENTER "0039", the crop code corresponding with sugar beets.
8	Enter the payment crop code from the disaster crop table for the specified crop, crop type, and intended use, and practice. See paragraph 25 for additional information on payment groupings.
9	Enter the payment type code from the disaster crop table for the specified crop, crop type, and intended use, and practice. See paragraph 25 for additional information on payment groupings.
10	Enter the crop year for which SDP benefits are being requested from CCC-567, item 4.
<b>Parts A and B - Harvested and Unharvested Acres</b>	
11	Enter the intended use for the crop from CCC-567, item 19.
12	Enter the practice from CCC-567, item 17, for specified intended use.  <b>Note:</b> A separate line entry shall be completed, if the producer has both irrigated and nonirrigated.
13	Enter the producer's share from CCC-567, item 15, for the specified practice and intended use. Enter up to 4 decimal places.
14	Enter the planted acreage, as applicable, for harvested and unharvested acreage for the specified crop code, practice and intended use from the CCC-567, item 16.
15	Enter the acreage attributable to the producer determined by multiplying:  \$ producer's share recorded in item 13, times \$ planted acreage recorded in item 14.

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\*--357 Completing CCC-567A (Continued)

A Instructions for Completing CCC-567A (Continued)

Item	Instructions	
16	Enter the producer=s historic yield determined as the greater of the following:  \$ producer=s approved yield, irrigated or nonirrigated as applicable, for the crop, intended use, and practice  \$ approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from KC-PARMO in the disaster crop table.  <b>Note:</b> Enter the manually adjusted yield, if applicable. See paragraph 65 for additional information on adjusting historic yields.	
17	Enter the producer=s expected production determined by multiplying:  \$ producer acres, item 15, times \$ historic yield determined in item 16.	
18	Enter the producer=s disaster level determined by multiplying:  \$ producer acres, item 15, times \$ historical yield determined in item 16, times \$ 65 percent.	
19	Determine the net production for the producer according to the following.	
	<b>IF COC has...</b>	<b>THEN determine the producer=s net production by multiplying the following...</b>
	adjusted the producer=s production  <b>Note:</b> Adjusted production is indicated with an “O” in CCC-567, item 24.	\$ COC-adjusted production for the unit from CCC-567, item 23, times  \$ producer share in item 13.
	assigned production  <b>Note:</b> Assigned production is indicated with an “A” in CCC-567, item 24.	\$ COC-assigned production for the unit from CCC-567, item 23, plus  \$ production for the unit from CCC-567, item 20, times  \$ producer share in item 13.
not adjusted or assigned production	\$ production for the unit from CCC-567, item 20, times  • producer share in item 13.	

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## \*--357 Completing CCC-567A (Continued)

## A Instructions for Completing CCC-567A (Continued)

Item	Instructions
21	Enter the gross RMA indemnity payment. If the amount is not in whole dollars, then round to the nearest dollar.
22	Enter the payment rate for the applicable year as follows:  \$ 2001 - \$36 \$ 2002 - \$33.
23	Enter the unharvested payment factor, if applicable.  <b>Note:</b> For harvested acres, payment factor will always be 1.00.
24	Enter Option A's calculated payment determined according to the following:  \$ gross indemnity determined in item 21, times \$ 60 percent.
25	Enter Option B's calculated payment determined according to the following:  \$ net production for payment determined in item 20, times \$ payment rate determined in item 22, times \$ payment factor determined in item 23, times \$ 55 percent.
26	Enter Option C's calculated payment determined according to the following:  \$ expected production determined in item 17, minus \$ net production determined in item 19, times \$ payment factor determined in item 23, times \$ \$12.50.
27	Enter the net production for payment for the unit determined by adding net production, item 20, for each line item for harvested and unharvested acres.  <b>Important:</b> If the result is equal to or less than zero, enter zero. If zero, producer does not meet the 35 percent loss threshold for the unit. Therefore, the producer is not eligible for SDP payment on harvested and unharvested acres.

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\*--357 Completing CCC-567A (Continued)

A Instructions for Completing CCC-567A (Continued)

Item	Instructions
<b>Part C - Prevented Planted Acres</b>	
28	Enter the intended use for the crop from CCC-567, item 19.
29	Enter the practice from CCC-567, item 17, for specified intended use.  <b>Note:</b> A separate line entry shall be completed, if the producer has both irrigated and nonirrigated.
30	Enter the producer's share from CCC-567, item 15, for the specified practice and intended use. Enter up to 4 decimal places.
31	Enter the prevented planted acreage for the specified crop code and crop variety/type from CCC-567, item 16. The acres entered should be the eligible prevented acreage in the unit, as applicable. If the producer has a unit relationship where the shares differ by farm, then ensure that the acres entered are only the prevented acres corresponding to the share in item 30.
32	Enter the acreage attributable to the producer determined by multiplying:  \$ producer's share recorded in item 30, times \$ prevented acreage recorded in item 31.
33	Enter the producer's historic yield determined as the greater of the following:  \$ producer's approved yield, irrigated or nonirrigated as applicable, for the crop, intended use, and practice  \$ approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from KC-ITSDO in the disaster crop table.  <b>Note:</b> Enter the manually adjusted yield, if applicable. See paragraph 65 for additional information on adjusting historic yields.
34	Enter the producer's disaster level determined by multiplying:  \$ producer acres determined in item 32, times \$ historic yield determined in item 33, times \$ 65 percent.
35	Enter the payment rate for the applicable crop year as follows:  \$ 2001 - \$36 \$ 2002 - \$33.

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\*--357 Completing CCC-567A (Continued)

**A Instructions for Completing CCC-567A (Continued)**

Item	Instructions
36	Enter the approved prevented planted payment factor from the disaster crop table for the specified crop and crop type.
37	Enter the gross RMA indemnity payment. If the amount is not in whole dollars, then round to the nearest dollar.
38	Enter Option A's calculated payment determined according to the following:  \$ gross indemnity determined in item 37, times \$ 60 percent.
39	Enter Option B's calculated payment determined according to the following:  \$ disaster level determined in item 34, times \$ payment rate determined in item 35, times \$ payment factor determined in item 36, times \$ 55 percent.
<b>Part D - Net Disaster Payment for Options A, B, and C</b>	
40	Enter the unit payment for Options A, B, and C on harvested and unharvested acres determined according to the following.  <ul style="list-style-type: none"> <li>• For Option A, sum of item 24 for harvested and unharvested acres.</li> <li>• For Option B, sum of item 25 for harvested and unharvested acres.</li> <li>• For Option C, sum of item 26 for harvested and unharvested acres.</li> </ul>
41	Enter the unit payment for Options A and B on prevented planted acres as determined according to the following.  <ul style="list-style-type: none"> <li>• For Option A, sum of item 38 for prevented planted acres.</li> </ul> \$ For Option B, sum of item 39 for prevented planted acres.
42	Enter the net payment for the unit for each of the Options A, B, and C as determined according to the following:  \$ item 40, plus \$ item 41.
<b>Part E - 100% Cap Calculation</b>	
43	Enter the intended use for the crop from CCC-567, item 19.
44	Enter the practice from CCC-567, item 17.
45	Enter the producer's share in the crop from CCC-567, item 15.

--\*

\*--357 Completing CCC-567A (Continued)

**A Instructions for Completing CCC-567A (Continued)**

Item	Instructions
46	Enter the producer's acres determined in either: <ul style="list-style-type: none"> <li>• item 15, for harvested and unharvested acres</li> <li>• item 32, for prevented planted acres.</li> </ul>
47	Enter the producer's historic yield determined in either: <ul style="list-style-type: none"> <li>• item 16, for harvested and unharvested acres</li> <li>• item 33, for prevented planted acres.</li> </ul> <p><b>Note:</b> Enter the manually adjusted yield, if applicable. See paragraph 65 for additional information on adjusting historic yields.</p>
48	For harvested and unharvested acres, enter the expected production determined in item 17. For prevented planted acres, determine expected production according to the following: <ul style="list-style-type: none"> <li>\$ item 46, times</li> <li>\$ item 47.</li> </ul>
49	Enter the price determined as the greater of the following: <ul style="list-style-type: none"> <li>\$ price for the specified crop variety/type and intended use from the disaster crop table</li> <li>\$ NASS seasonal average price.</li> </ul>
50	Enter the net production for the producer determined in item 19.

--\*

\*--357 Completing CCC-567A (Continued)

A Instructions for Completing CCC-567A (Continued)

Item	Instructions						
51	<p>Enter the SDP payment determined according to the following.</p> <table border="1" data-bbox="428 373 1474 877"> <thead> <tr> <th data-bbox="428 373 535 420">Step</th> <th data-bbox="535 373 1474 420">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="428 420 535 504">1</td> <td data-bbox="535 420 1474 504">Determine the option that is most beneficial for the producer by comparing items 42 A, Bs and C.</td> </tr> <tr> <td data-bbox="428 504 535 877">2</td> <td data-bbox="535 504 1474 877"> <p>Enter the calculated payment for each line item determined according to the following.</p> <p>    \$ for harvested and unharvested acres, enter the payment calculated in either item 24, 25, or 26 depending on the option determined in step 1 for each line item.</p> <p>    \$ for prevented planted acres, enter the payment calculated in either item 38 or 39 depending on the option determined in step 1 for each line item.</p> </td> </tr> </tbody> </table>	Step	Action	1	Determine the option that is most beneficial for the producer by comparing items 42 A, Bs and C.	2	<p>Enter the calculated payment for each line item determined according to the following.</p> <p>    \$ for harvested and unharvested acres, enter the payment calculated in either item 24, 25, or 26 depending on the option determined in step 1 for each line item.</p> <p>    \$ for prevented planted acres, enter the payment calculated in either item 38 or 39 depending on the option determined in step 1 for each line item.</p>
Step	Action						
1	Determine the option that is most beneficial for the producer by comparing items 42 A, Bs and C.						
2	<p>Enter the calculated payment for each line item determined according to the following.</p> <p>    \$ for harvested and unharvested acres, enter the payment calculated in either item 24, 25, or 26 depending on the option determined in step 1 for each line item.</p> <p>    \$ for prevented planted acres, enter the payment calculated in either item 38 or 39 depending on the option determined in step 1 for each line item.</p>						
52	Enter the RMA net indemnity payment. If the amount is not in whole dollars, then round to the nearest dollar.						
53	<p>Enter the value of production determined according to the following:</p> <p>    \$ net production determined in item 50, times</p> <p>    \$ price determined in item 49.</p>						
54	<p>Enter the total crop value determined according to the following:</p> <p>    \$ SDP payment determined in Item 51, plus</p> <p>    \$ net indemnity determined in Item 52, plus</p> <p>    \$ value of production determined in Item 53.</p>						
55	<p>Enter the 100 percent cap determined according to the following:</p> <p>    \$ expected production determined in item 48, times</p> <p>    \$ price determined in item 49.</p>						
56	<p>Enter the total crop value for the unit determined by adding item 54 for all line items.</p> <p><b>Important:</b> If the result is negative, enter zero.</p>						
57	Enter the total cap for the unit determined by adding item 55 for all line items.						

--\*

\*--357 Completing CCC-567A (Continued)

**A Instructions for Completing CCC-567A (Continued)**

<b>Item</b>	<b>Instructions</b>
58	Enter the cap reduction for the unit determined according to the following:  \$ total crop value for the unit, item 56, minus \$ total cap for the unit, item 57.  <b>Important:</b> If the result is negative, enter zero.
<b>Part F - Net Unit Payment</b>	
59	Enter the net payment for the determined by comparing items 42 A, B, and C. Enter the higher of item 42 A, B, or C, the net payment for the unit.
60	Enter the cap reduction for the unit determined in item 58.
61	Enter the net disaster payment for the unit determined according to the following:  \$ net payment for the unit, item 59, minus \$ cap reduction for the unit, item 60.

--\*

\*--357 Completing CCC-567A (Continued)

**B Example of CCC-567A**

The following is an example of a completed CCC-567A.

This form is available electronically.

<b>CCC-567A</b> (09-23-03)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. State Code 06	2. County Code 107	3. Producer's Name John Smith									
		<b>2001 and 2002 SUGAR BEET DISASTER PROGRAM                  (SDP) PAYMENT CALCULATION WORKSHEET</b>				4. Producer's ID Number/Type 6789 S	5. Unit Number 1.01	6. Insured Status <input checked="" type="checkbox"/> Insured <input type="checkbox"/> Uninsured <input type="checkbox"/> Noninsurable							
		7. Crop Code 0039	8. Pymt. Crop Code 0039	9. Pymt. Type Code 011	10. Crop Year 2002										
<b>PART A - HARVESTED ACRES</b>															
11. Int. Use PR	12. Prac. N	13. Share 1.000	14. Acres 125	15. Prod. Acres (Item 13 X Item 14) 125	16. Hist. Yield 20	17. Expected Prod. (Option C) (Item 15 X Item 16) 2.5000	18. Disaster Level (Option B) (Item 17 X .65) 1.625	19. Net Production 1,000	20. Net Production for Payment (Option B) (Item 18 minus Item 19) 625	21. Gross Indemnity (Option A) 24,750	22. Pay Rate Per Ton 33.00	23. Pay Factor 1.00	24. Option A Payment (.60 X Item 21) 14,850	25. Option B Payment (Item 20 X Item 22 Item 23 X .55) 11,344	26. Option C Payment (Item 17 minus Item 19 X Item 23 X \$12.50) 18,756
												1.00			
												1.00			
												1.00			
27. Net Production for Payment for the Unit (Sum of Item 20 for harvested and unharvested acres). Note: If the result is equal to or less than zero, producer does not meet the 35% loss threshold for the unit, therefore, is not eligible for SDP Payment on harvested and unharvested acres. Enter zero in Item 40.												625			
<b>PART C - PREVENTED PLANTED ACRES</b>															
28. Int. Use	29. Prac.	30. Share	31. Acres	32. Producer Acres (Item 30 X Item 31)	33. Hist. Yield	34. Disaster Level (Option B) (.65 Item 32 X Item 33)	35. Payment Rate	36. Payment Factor	37. Gross Indemnity (Option A)	38. Option A (.60 X Item 37)	39. Option B (.55 X Item 34 X Item 35 X Item 36)				

--\*

\*--357 Completing CCC-567A (Continued)

**B Example of CCC-567A (Continued)**

Page 2

CCC-567A (09-23-03)

**PART D - NET DISASTER PAYMENT FOR OPTIONS A, B AND C**

	A. Option A	B. Option B	C. Option C
40. Unit Payment on Harvested and Unharvested Acres. (If Item 27 equals 0, then enter 0)	14,850	11,344	18,750
41. Unit Payment on Prevented Planted Acres.			
42. Net Payment for Unit (Item 40 plus Item 41)	14,850	11,344	18,750

**PART E - 100% CAP CALCULATION**

43. Use	44. Prac	45. Share	46. Prod. Acres (Item 15 OR Item 32)	47. Historic Yield (Item 16 OR Item 33)	48. Expected Production (Item 17 OR Item 34)	49. Price	50. Net Production (Item 19)	51. .SDP Payment	52. Net Indemnity	53. Value Production (Item 49 X Item 50)	54. Total Crop Value (Item 51 + Item 52 + Item 53)	55. 100% Cap (Item 48 X Item 49)
PR	N	1.000	125	20	2,500	38.10	1,000	18,750	21,700	38,100	78,550	95,250
56. Total Crop Value for the Unit (Sum of Item 54). If negative, enter zero.											78,550	
57. Total Cap for the Unit (Sum of Item 55)												95,250
58. Exceeds Cap for the Unit (Item 56 minus Item 57). If negative, enter zero.											0	

**PART F - NET UNIT PAYMENT**

59. Net Payment for the Unit (Higher of Item 42 A, B, or C)	18,750
60. Cap Reduction for the Unit (Item 58)	0
61. Net Disaster Payment for Unit (Item 59 minus Item 60)	18,750

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--\*

**\*--358 Sugar PIK Acres****A Eligibility**

Sugar beet acres enrolled in the Sugar PIK Program are eligible for assistance under DCP. The County Office shall review program records to determine the acreage voluntarily destroyed in exchange for PIK payments, to ensure producers do not receive SDP on the same acreage.

**B Uninsured and Noninsured Sugar PIK Acres and Production**

Include sugar beet PIK acres on CCC-567, item 11.

Do **not** include:

- sugar beet PIK acres on CCC-567, item 16

**Note:** CCC-567, item 16 acres equal the planted acres minus the sugar PIK acres.

- any production from the sugar beet PIK acres on CCC-567, items 20 or 23.

**C Insured Sugar Beet PIK Acres**

The RMA downloaded data will include the planted PIK acres. Reduce the downloaded RMA acreage by the number of PIK acres for the applicant. Enter the reduced acres on CCC-567, item 16.--\*

358 Sugar PIK Acres (Continued)

**D Production From Insured PIK Acres**

The downloaded RMA data will include appraised or assigned production for PIK acres. Reduce the downloaded production by the amount associated with the PIK acres.

In most cases, the PIK acres were appraised by RMA before destruction. The County Office shall obtain a copy of the appraisal and reduce the downloaded production by the amount of the appraisal.

If the producer can provide an appraisal for the PIK acreage, reduce the downloaded production by the amount of the appraisal.

If the production data for the PIK acreage is not available, reduce the downloaded production by a factor, determined by dividing the PIK acres by the planted acres.

**Example:** An applicant planted 100 acres of sugar beets. 10 acres were entered into the Sugar PIK Program. The RMA downloaded data lists 100 acres and production of 800 tons.

Step	Calculation	Result
1	PIK acres divided by planted acres (10 acres/100 acres)	.1000
2	Result of step 1 multiplied times the downloaded RMA production (.1000 x 800 tons).	80 tons
3	Total production minus PIK production (800 tons - 80 tons).	720 tons
Enter the result from step 3 on CCC-567, item 20.		

**E Crop Insurance Indemnity**

The automated application will be pre-filled with the needed RMA indemnity data including both the gross and net (gross minus premium) indemnity amounts.

The gross indemnity is entered on CCC-567, item 21.

The net indemnity is entered on CCC-567, item 22.

**Note:** Do not reduce the crop insurance indemnity to account for destroyed PIK acres.

**\*--359 Application Spot Checking**

**A Manual Selection Process**

An automated spot check selection process is not available for SDP. A manual FSA-568 shall be used.

**B Applications Subject to Spot Checking**

Each County Office with SDP applications shall select applications for spot checking as follows.

Step	Action
1	<p>For random spot checks, select a minimum of 5 percent from the total number of producer applications made up of:</p> <ul style="list-style-type: none"> <li>• insured producers with no downloaded production records</li> <li>• uninsured producers</li> <li>• noninsurable producers.</li> </ul> <p><b>Note:</b> Insured producers with downloaded data used on the SBP application are not included in the random selection.</p>
2	<p>In addition to the random spot checks, the following required spot checks shall be added:</p> <ul style="list-style-type: none"> <li>• all FSA employees, STC and COC participants, <b>only</b> if production was <b>not</b> included on the RMA download</li> <li>• any other SDP participants added by COC.</li> </ul>

--\*

**\*--360 Spotcheck Selection Process**

**A Pool of Applicants Subject to Random Checks**

Record all applicants subject to random spot-checking according to subparagraph 359 B, step 2, on a manual FSA-568, in the order of application date.

**B Applicant Selection**

Follow these steps to select applications for spot checking.

Step	Action
1	Multiply the number of entries on FSA-568 subject to random checking by 5 percent. Round to 2 decimal places.
2	Divide the total entries subject to random checks on FSA-568 by the result of step 1. Round downward to the nearest whole number.
3	Select a starting number between 1 and 5 by lot. Circle that application.
4	Beginning with the applicant chosen in step 3, circle additional applicants according to the interval determined in step 2.
5	Add all required spotchecks according to subparagraph 359 B, step 2.

--\*

**\*--361 Spot Check Procedure and Documentation**

**A Documentation and Deadline**

The SDP spot checks for a county shall be completed by an individual from another county or team designated by SED according to the following table. An individual or team member may not conduct reviews in their home county.

Step	Action
1	Follow the CDP spot check procedure in paragraphs 128 through 133 for all random selections circled on FSA-568, plus required spot checks.
2	Document each spot check on CCC-466-1 reviewing the items applicable to Sugar Beets.
3	In addition to the listed items on CCC-466-1, review applications for compliance of the following: <ul style="list-style-type: none"> <li>• the sugar content adjustment procedure in subparagraph 355 D</li> <li>• the Sugar PIK acre provisions listed in paragraph 358.</li> </ul>
4	Complete spot-checks no later than 60 calendar days from the date of this amendment

--\*

**362-399 (Reserved)**

**\*--Part 14 Sugar Beet Automation**

**Section 1 Noninsurable and Uninsured Losses**

**400 Accessing SDP Software**

**A Accessing Software**

From Menu FAX250, access SDP software for crop losses according to this table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/DCP/Compliance", and PRESS "Enter".
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".
5	MH0000	ENTER "12", "Sugar Beet Disaster Program", and PRESS "Enter".
6	MHL0YR	Select the applicable FY for processing and PRESS "Enter". Menu MHAU00 will be displayed.

**B Example of Menu MHAU00**

Following is an example of Sugar Beet Disaster Program Main Menu MHAU00.

```

COMMAND                                MENU: MHAU00                                F5
Sugar Beet Disaster Program Main Menu
-----
      1. Notice of Loss/Production Application
      2. Reports

      21. Return to Application Selection Menu
      23. Return to Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
    
```

--\*

\*--400 Accessing SDP Software (Continued)

**C Options on Menu MHAU00**

This table lists the options that are available on Menu MHAU00.

<b>Action</b>	<b>Result</b>	<b>Option Use</b>
ENTER "1", "Notice of Loss/Production Application", and PRESS "Enter".	Notice of Loss/Production Application Selection Menu MHAUW0 will be displayed. See paragraph 402.	This option is used for entering: <ul style="list-style-type: none"> <li>• loss data for:                             <ul style="list-style-type: none"> <li>• noninsurable and uninsured losses</li> <li>• insured losses</li> </ul> </li> <li>• enrollment, approval, and disapproval dates.</li> </ul>
ENTER "2", "Reports", and PRESS "Enter".	Sugar Beet Disaster Program Reports Menu MHAURM will be displayed. See paragraph 445.	This option is used for printing the following: <ul style="list-style-type: none"> <li>• sugar beet disaster crop table</li> <li>• reconciliation report</li> <li>• SDP RMA Download Reports</li> <li>• blank CCC-567</li> <li>• producer CCC-567's</li> <li>• SDP RMA Deleted Download Reports</li> <li>• SDP Production Discrepancy Reports.</li> </ul>

--\*

**\*--401 Producer Selection Screen MHAUWA01**

**A Selecting Producer**

Access to SDP software screens requires entry of 1 of the following:

- producer’s ID number and type
- last 4 digits of producer’s ID
- producer’s last name.

Following is an example of Producer Selection Screen MHAUWA01.

```

2001 SDP          069-C KITTSON          Selection   MHAUWA01
Producer Selection Screen          Version: AE77 09/02/2003 15:40 Term F5
-----
Enter Producer ID Number:          and Type:
or
Last Four Digits of ID:
or
Last Name:
      (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd7=End

```

**B Producer Not Active in SCIMS**

If the selected producer is not active in SCIMS, the County Office shall add the producer to SCIMS according to 1-CM.

**C Producer Not Active on 2001 Farm**

If the selected producer is not active on a 2001 farm in the farm producer file, and should be active, State Offices shall contact PECD, Common Provisions Branch.

**Note:** 2001 farms cannot be created in the automated system after October 2003.

**D Producer Not Active on 2002 Farm**

If the selected producer is not active on a 2002 farm in the farm producer file, the County Office shall, after ensuring that the producer is filing a claim in the correct County Office, add the producer’s farm according to 3-CM (Rev. 3).--\*

\*--402 Processing CCC-567's

**A Accessing CCC-567**

Menu MHAUW0 will be displayed when option 1, "Notice of Loss/Production Application", is selected on Menu MHAU00 according to paragraph 400.

Following is an example of Notice of Loss/Production Application Selection Menu MHAUW0.

```

COMMAND                                MENU: MHAUW0                                F5
Notice of Loss/Production Application Selection Menu
-----
1. Noninsurable/Uninsured Losses
2. Insured Losses
3. Update Enrollment/Approval Dates

20. Return to Application Primary Menu
21. Return to Application Selection Menu
23. Return to Primary Selection Screen
24. Sign Off

Cmd3=Previous Menu                                *=Option currently not available.

Enter option and press "Enter".
    
```

**B Options on Menu MHAUW0**

This table lists the options that are available on Menu MHAUW0.

Action	Result	Option Use
ENTER "1", "Noninsurable/Uninsured Losses", and PRESS "Enter".	Unit Selection Screen MHAUWC01 will be displayed. See paragraph 404.	This option is used for recording sugar beet loss data for noninsurable and uninsured crops.
ENTER "2", "Insured Losses", and PRESS "Enter".	Unit Selection Screen MHAUIC01 will be displayed. See paragraph 426.	This option is used for recording sugar beet loss data for producers from insured crops. This is from RMA-provided data.
ENTER "3", "Update Enrollment/Approval Dates", and PRESS "Enter".	Enrollment/Approval Screen MHAUAC01 will be displayed. See paragraph 436.	This option is used for updating enrollment/approval/disapproval dates.

--\*

**\*--403 Noninsurable and Uninsured CCC-567's**

**A Action**

To process CCC-567's for noninsurable and uninsured crops, select option 1, "Noninsurable/Uninsured Losses", on Menu MHAUW0 according to paragraph 402. Screen MHAUWA01 will be displayed according to paragraph 401.

**Note:** If units have not been established for the selected producer, the message, "No Units found - must be added through Unit Maintenance", will be displayed. The unit relationship, according to 1-NAP (Rev. 1), must be established before proceeding.--\*

**\*--404 Unit Selection Screen MHAUWC01**

**A Screen MHAUWC01**

If the selected producer has multiple units, Screen MHAUWC01 will be displayed. Screen MHAUWC01 shows the units associated with the selected producer. If other producers share in the unit, up to 3 producers' names will be displayed in the "Other Producer" field to identify the unit. If there are more than 3 other producers sharing in the unit, the message, "more producers", will be displayed.

Following is an example of Unit Selection Screen MHAUWC01.

```

2001 SDP                069-C KITTSON                MHAUWC01
Unit Selection Screen    Version: AE77  09/03/2003 07:14 Term F6
-----
Producer VALLEY BEET FARMS INC

                Place an 'X' before desired Unit for crop selection

Unit  Other Producer
 39  VALLEY BEET FARMS INC
      KELLY ERICKSON INC
 40  VALLEY BEET FARMS INC
      VALLEY BEET FARMS INC
 41  VALLEY BEET FARMS INC
      KELLY ERICKSON INC

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

**B Action**

Select the unit by placing "X" in front of the applicable record, and PRESS "Enter" to continue. Either of the following screens will be displayed:

- NAP Loss Selection Screen MHAUWN01 if the selected producer/unit has NAP applications for payment on file for the applicable year for sugar beets
- Crop Intended Use Selection Screen MHAUWF01 if the selected producer/unit does not have any NAP applications for payment on file.--\*

**\*--405 NAP Loss Selection Screen MHAUWN01**

**A Screen MHAUWN01**

Screen MHAUWN01 will be displayed if the selected producer/unit has a NAP application for payment on file for sugar beets that are eligible for SDP. County Offices shall select the applicable crop record from Screen MHAUWN01. The acreage and production data loaded on the NAP application for payment will be prefilled on Load Acres/Production Screen MHAUWH01.

Following is an example of NAP Loss Selection Screen MHAUWN01.

```

2001 SDP                069-C KITTSON                MHAUWN01
NAP Loss Selection Screen      Version: AE77  09/03/2003 07:23 Term F6
-----
Producer VALLEY BEET FARMS INC                                Unit      39

      Place an 'X' before desired NAP loss for processing

      Crop                                Plnt  Int  Irr
      SUGAR BEETS                        Type  Pd   Use  Prac
                                           01   PR   N

Enter=Continue  Cmd2=Select From Crop Table  Cmd4=Previous  Cmd7=End
    
```

**B Action**

Select the applicable NAP loss by placing “X” in front of the applicable record, and PRESS “Enter” to continue. Screen MHAUWH01 will be displayed.

“Cmd2” shall be used if an additional intended use needs to be loaded and is not on the NAP application for payment file. Screen MHAUWF01 will be displayed.

**Note:** If the crop is displayed on Screen MHAUWN01, the crop must be selected from Screen MHAUWF01.--\*

**\*--406 Crop Intended Use Selection Screen MHAUWF01**

**A Screen MHAUWF01**

Screen MHAUWF01 will be displayed once a valid producer is selected from Screen MHAUWA01. The crop type intended uses are pulled from the CDP Crop Table File. The pay crop and pay type code will also be displayed on Screen MHAUWF01.

**Notes:** If the crop table does not have multiple intended uses for sugar beets, Screen MHAUWF01 is suppressed. Insurance Question Screen MHAUWF1A will be displayed.

Sugar beets only have the following 2 eligible intended uses:

- processed (PR)
- seed (SD).

Following is an example of Crop Intended Use Selection Screen MHAUWF01.

```

2001 SDP                069-C KITTSON                Selection    MHAUWF01
Crop Intended Use Selection Screen          Version: AE77 09/03/2003 09:28 Term F6
-----
Producer VALLEY BEET FARMS INC                Unit      39
Crop SBEET Type      Plnt Pd 01

          Place an 'X' before desired intended use for processing

                                Int  Irr  Pay   Pay
                                Use  Prac Crop  Type
                                PR   N   SBEET 011
                                SD   N   SBEET 011

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

**B Action**

Select the crop intended use by placing “X” in front of the intended use, and PRESS “Enter” to continue. Only 1 intended use can be selected at a time. Screen MHAUWF1A will be displayed.--\*

**\*--407 Insurance Question Screen MHAUWF1A**

**A Screen MHAUWF1A**

Use Screen MHAUWF1A to determine whether a producer should be paid at the uninsured or noninsurable level. The question, “Was this crop insurable?”, will be asked. Software defaults to “Y” or “N” based on the insurable crop list provided by RMA and downloaded to County Offices through the CDP Crop Table File. The flags should be defaulted or changed according to the following. For crops in the county that are:

- insurable, but the producer did not purchase crop insurance, the flag should be set to “Y”
- noninsurable, the flag should be set to “N”
- insurable, but the producer’s land is not insurable, the flag should be set to “N”.

Following is an example of Insurance Question Screen MHAUWF1A.

```

2001 SDP                069-C KITTSON                Selection      MHAUWF01
Crop Intended Use Selection Screen          Version: AE77  09/03/2003 09:28 Term F6
-----
Producer VALLEY BEET FARMS INC                Unit      39
Crop SBEET Type      Plnt Pd 01

Insurance Question Screen                      MHAUWF1A

Was this crop insurable? Y (Y/N)

Enter=Continue  Cmd4=Previous Screen

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

**B Action**

Ensure that the “Was this crop insurable?” flag has been defaulted correctly according to subparagraph A, and PRESS “Enter” to continue. Screen MHAUWH01 will be displayed.--\*

**\*--408 Load Acres/Production Screen MHAUWH01**

**A Example of Screen MHAUWH01**

Screen MHAUWH01 is a data entry screen that will be used to determine a producer's loss.

```

2001 SDP          069-C KITTSON          Entry          MHAUWH01
Load Acres/Production Screen          Version: AE77 09/03/2003 09:41 Term F6
-----
Producer VALLEY BEET FARMS INC          Share .....          Unit 39
Crop SBEEET Type          Plnt Pd 01 Int Use PR Irr Prac N Coverage Noninsurable

          Acres          Production          Adjusted or Assigned
Stage Non-Irrig          (TON)          Production Flag
          (O or A)

H          .....          .....          .....          :
UH         .....          .....          .....          :
PP         .....          .....          .....          :

          Yield          18.00 (TON)

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
    
```

**B Field Descriptions**

The following table describes the fields on Screen MHAUWH01.

**Note:** For records selected from Screen MHAUWN01, the data on Screen MHAUWH01 will be prefilled with the data that was loaded on the NAP application for payment file.

Field	Description	Action
Producer	Producer that was selected on Screen MHAUWA01 will be displayed.	
Unit	Unit number that was selected on Screen MHAUWC01 will be displayed.	
Crop	“SBEEET” will be displayed.	
Type	Field will be blank.	
Plnt Pd	Planting period “01” will be displayed.	

--\*

408 Load Acres/Production Screen MHAUWH01 (Continued)

B Field Descriptions (Continued)

Field	Description	Action
Int Use	Intended use that was selected on Screen MHAUWF01 will be displayed.	
*--Share--*	Manual entry field or prefilled if crop was selected from Screen MHAUWN01.	<p>If the crop was selected from Screen MHAUWN01, the share will be prefilled with the share used on the NAP application for payment file.</p> <p>For crops not selected from Screen MHAUWN01, enter the producer’s share for the unit selected.</p> <p><b>Note:</b> If the producer has multiple shares for the same unit, enter each share separately.</p>
Coverage	“Noninsurable” or “uninsured” will be displayed based on how the question was answered on Screen MHAUWF1A.	
Stage	<p>The following stages will be displayed:</p> <ul style="list-style-type: none"> <li>• “H” for harvested</li> <li>• “UH” for unharvested</li> <li>• “PP” for prevented.</li> </ul>	

\*--408 Load Acres/Production Screen MHAUWH01 (Continued)

**B Field Descriptions (Continued)**

Field	Description	Action
Acres	<p>Manual entry field, by stage, for irrigated, nonirrigated, and prevented planted acres <b>for the unit</b>.</p> <p>This field will be prefilled with the data from the NAP application for payment file if the crop was selected from Screen MHAUWN01.</p>	<p>If the record is selected from Screen MHAUWN01, the acres will be prefilled with the acres entered on the NAP application for payment file.</p> <p>Enter the acres associated with the crop by stage. See Part 4 for determining acres.</p>
Production	<p>Manual entry field for production of harvested and unharvested acres.</p> <p>This field will be prefilled with the data from the NAP application for payment file if the crop was selected from Screen MHAUWN01.</p>	<p>The production will be prefilled with the production entered on the NAP application for payment file if the crop is selected from Screen MHAUWN01.</p> <p>Enter the actual, appraised, or certified production for the unit (not by producer share) by harvested and unharvested acres. If the "Harvested Acre" field is greater than zero, an entry greater than zero is required in the "Production" field.</p>
Adjusted or Assigned Production	<p>Manual entry field for adjustments made by COC.</p> <p>This field will be prefilled with the data from the NAP application for payment file if the crop was selected from Screen MHAUWN01.</p>	<p>The adjusted or assigned production, if applicable, will be prefilled with the adjusted or assigned production entered on the NAP application for payment file if the crop is selected from Screen MHAUWN01.</p> <p>Enter COC-adjusted or COC-assigned production, as applicable, according to Part 6.</p>

--\*

\*--408 Load Acres/Production Screen MHAUWH01 (Continued)

**B Field Descriptions (Continued)**

Field	Description	Action
Adjusted or Assigned Flag (“O” or “A”)	<p>Manual entry field identifying the type of adjustment made by COC.</p> <p>This field will be prefilled with the data from the NAP application for payment file if the crop was selected from Screen MHAUWN01.</p>	<p>The adjusted or assigned flag, if applicable, will be prefilled with the adjusted or assigned flag entered on the NAP application for payment file if the crop is selected from Screen MHAUWN01.</p> <p>Enter an:</p> <ul style="list-style-type: none"> <li>• “A” flag if the assigned production is to be added to actual production according to paragraph 60</li> <li>• “O” flag if the assigned production is to override the production certified by the producer or adjusted for quality according to paragraph 60.</li> </ul>
Yield	<p>The higher of the producer’s approved yield or the county average yield will be displayed.</p> <p><b>Note:</b> If the selected producer does not have a NAP application for payment on file, the County Office must manually determine the higher of the 2 yields and ensure that the higher yield is being used. Uninsured crops always receive the county average yield.</p>	<p>If applicable, COC can adjust the yield. See paragraph 64.</p> <p>For crops selected from Screen MHAUWN01, the higher of the producer’s APH or county average yield will be used. If the crop is not selected from Screen MHAUWN01, the county average yield will be displayed and the County Office must determine whether the correct yield was used.</p>

--\*

\*--408 Load Acres Screen MHAUWH01 (Continued)

C Action

Enter data according to subparagraph B. PRESS:

- "Cmd5" to update the record
- "Cmd24" to delete a record that has been previously updated.

Record More Data Questions Screen MHAUWH1A will be displayed.

409 Record More Data Questions Screen MHAUWH1A

A Overview

Screen MHAUWH1A has been designed as a tool for entering additional data for the selected producer. The software process requires that each crop, crop type, and intended use be loaded separately to ensure that accurate records are created. Users shall ensure that all applications are completed according to program policy, such as all crops with the same pay crop and pay type being grouped together to determine a producer's loss.

B Example of Screen MHAUWH1A

Following is an example of Record More Data Questions Screen MHAUWH1A.

```

2001 SDP          069-C KITTSON          Entry          MHAUWH01
Load Acres/Production Screen          Version: AE77 09/03/2003 10:06 Term F6
-----
Producer VALLEY BEET FARMS INC          Share 1.0000          Unit 39
Crop SBEET Type          Plnt Pd 01 Int Use PR Irr Prac N Coverage Noninsurable

Record More Data Questions Screen          MHAUWH1A

Stage N          Do you want to record data on another:          (Y/N)
H          share for this crop/type/use/practice?... N
UH          intended use/practice for this crop/type? N
PP          NAP Loss for this Unit          N

          unit for this producer?..... N

Enter=Continue Cmd4=Previous Screen
IM: Previous share data has been recorded.

Cmd4=Previous Screen Cmd5=Update Cmd7=End Cmd24=Delete

```

--\*

**\*--409 Record More Data Questions Screen MHAUWH1A (Continued)**

**C Question Description**

The following table provides an explanation of Screen MHAUWH1A. Only 1 question at a time may be answered with “Y”.

<b>IF the question, “Do you want to record data on another...</b>	<b>AND “Y” is selected, THEN...</b>	<b>Option Use</b>
share for this crop/type/use/practice?”, is displayed	Screen MHAUWH01 will be displayed.	Use this option if the producer has multiple shares for the same crop/type/use for this unit.
intended use/practice for this crop/type?”, is displayed	Screen MHAUWF01 will be displayed.	Use this option if several uses need to be recorded for this crop type.
NAP loss for this unit?”, is displayed	Screen MHAUWN01 will be displayed.	Use this option if the producer has other uses to be loaded from Screen MHAUWN01.  <b>Note:</b> CCC-567 will be printed.
unit for this producer?”, is displayed	Screen MHAUWC01 will be displayed.	Use this option if the producer has multiple units.  <b>Note:</b> As a new unit is selected, CCC-567, for the previous unit data that was entered, will print. See paragraph 435 for printing.

**D Action**

Complete all applications according to subparagraph C. Record Enrollment Date Screen MHAUWH1B will be displayed according to paragraph 410.--\*

**\*--410 Record Enrollment Date Screen MHAUWH1B**

**A Overview**

Screen MHAUWH1B will be displayed when the producer’s noninsurable/uninsured loss records are updated. The producer’s enrollment date can be entered on Screen MHAUWH1B or by accessing option 3, “Update Enrollment/Approval Dates”, on Menu MHAUW0.

**B Example of Screen MHAUWH1B**

Following is an example of Record Enrollment Date Screen MHAUWH1B.

```

2001 SDP          069-C KITTSO          Entry          MHAUWH01
Load Acres/Production Screen          Version: AE77 09/03/2003 10:06 Term F6
-----
Producer VALLEY BEET FARMS INC          Share 1.0000          Unit 39
Crop SBEE Type          Plnt Pd 01 Int Use PR Irr Prac N Coverage Noninsurable

Record Enrollment Date Screen          MHAUWH1B

Stage 1

H
UH          Enrollment Date:          /          /          ( MM/DD/CCYY )
PP

Enter=Continue  Cmd4=Previous Screen  Cmd5=Update

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
    
```

**C Action**

PRESS:

- “Enter” to continue **without entering or updating an enrollment date**
- “Cmd4” to return to Screen MHAUWH1A
- “Cmd5” to update the enrollment date.

**Note:** “Cmd5” must be pressed to update the enrollment date. Pressing “Enter” will advance to Printer Selection Screen MHAUPS01 and no dates will be updated.

Screen MHAUPS01 will be displayed and CCC-567 will print.--\*

**411-424 (Reserved)**

## \*--Section 2 Insured Crop Losses

## 425 Insured CCC-567

## A Action

To process applications for insured crops, select option 2, “Insured Losses”, on Menu MHAUW0 according to paragraph 402.

The SDP RMA file is used to prefill data on CCC-567 to provide automated support to the SDP application process. County Offices shall refer to the SDP RMA Producer Report, according to paragraph 447, when inputting data into the system for insured crops, if additional data must be entered into CCC-567.

After selecting option 2 on Menu MHAUW0, Screen MHAUWA01 will be displayed according to paragraph 401.

## B RMA Downloaded Data

County Offices shall take the following items into consideration when working with the SDP RMA Download Report:

- producers’ records are downloaded to the County Office where the land is physically located
- a single unit could have multiple acreage records
- a single unit may have multiple acreage records for the unit, but only 1 loss record will be provided

**Note:** The loss record will always be attached to the last acreage record.

- when accessing Load Acres/Production Screen MHAUIH01, the data from the first acreage record is prefilled on Screen MHAUIH01
- once an insured record is accessed, even if the accessed record is not updated, the software will **never** read the download file again. Therefore, if subsequent changes are made by RMA and downloaded, County Offices must manually update the application.

**Note:** This may require the producer to sign a new CCC-567.--\*

**\*--426 Unit Selection Screen MHAUIC01**

**A Overview**

If the selected producer has multiple units or subunits on the SDP RMA Download Report, Screen MHAUIC01 will be displayed with units and subunits associated with the selected producer.

**Note:** If the selected producer has only 1 unit or subunit, Screen MHAUIC01 will be suppressed and Crop Selection Screen MHAUIM01 will be displayed. See paragraph 427.

**B Example of Screen MHAUIC01**

Following is an example of Unit Selection Screen MHAUIC01.

```

2001 SDP          069-C KITTSON          Selection      MHAUIC01
Unit Selection Screen          Version: AE77 09/03/2003 11:11 Term F6
-----
Producer VALLEY BEET FARMS INC

      Place an 'X' before desired Unit for crop selection

                          Unit
                          1.03
                          1.09
                          1.13
                          1.15
                          1.19
                          1.21

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

**C Action**

Select the unit or subunit by placing “X” in front of the applicable record, and PRESS “Enter” to continue. Screen MHAUIM01 will be displayed.--\*

**\*--427 Crop Selection Screen MHAUIM01**

**A Overview**

Screen MHAUIM01 will be displayed with the crop types and crop uses from the CDP Crop Table. Screen MHAUIM01 will be suppressed if the crop table does not have multiple types or intended uses for sugar beets. The type and intended use will be defaulted to blank or the only type on the CDP Crop Table File.

**B Example of Screen MHAUIM01**

Following is an example of Crop Selection Screen MHAUIM01.

```

2001 SDP          069-C KITTSON          Selection      MHAUIM01
Crop Selection Screen          Version: AE77 09/03/2003 11:41 Term F6
-----
Producer VALLEY BEET FARMS INC          Unit      1.03
RMA Crop SUGAR BEETS          Type No Type Specified      Prac No Practice Spe

          Place an 'X' before desired crop for processing

          Crop          Type      Plnt  Int  Irr  Pay  Pay
          SUGAR BEETS          Type Pd  Use  Prac Crop  Type
          SUGAR BEETS          01  PR  N   SBEE 011
          SUGAR BEETS          01  SD  N   SBEE 011

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

**C Action**

Select the crop type and crop intended use by placing “X” in front of the applicable record. Only 1 crop type/intended use can be selected at a time. PRESS “Enter” to continue. Screen MHAUIH01 will be displayed.--\*

**\*--428 Load Acres/Production Screen MHAUIH01**

**A Overview**

Screen MHAUIH01 will be:

- used to determine a producer’s loss
- either of the following:
  - entirely prefilled if the loss record for the selected producer, unit, and crop was downloaded from RMA
  - partially prefilled if no loss data was downloaded from RMA.

**Note:** See paragraph 46 if RMA loss data is not downloaded.

**B Example of Screen MHAUIH01**

Following is an example of Load Acres/Production Screen MHAUIH01. This example has a loss record downloaded from RMA.

2001 SDP		069-C KITTSON		Entry		MHAUIH01	
Load Acres/Production Screen				Version: AE77		09/03/2003 11:49 Term F6	
-----							
Producer VALLEY BEET FARMS INC		Share 1.0000		Unit		1.21	
Crop SBEEET Type		Plnt Pd 01 Int Use PR Irr Prac N		Coverage		Insured	
Stage	Acres Non-Irrig (997)	Production (TON)	Adjusted or Assigned Production Flag (TON) (O or A)	Gross RMA Indemnity	Net RMA Indemnity		
H				\$	\$		
UH	70.50	650.40		\$ 18255	\$ 11152		
PP				\$	\$		
		Yield	19.80 (TON)				
Cmd4=Previous Screen Cmd5=Update Cmd7=End Cmd24=Delete							

--\*

428 Load Acres/Production Screen MHAUIH01 (Continued)

C Field Descriptions

The following table describes the fields on Screen MHAUIH01.

Field	Description	Action
Producer	Producer that was selected on Screen MHAUWA01 will be displayed.	
Unit	Unit number that was selected on Screen MHAUIC01 will be displayed.	
Crop	Crop that was selected on Screen MHAUIM01 will be displayed.	
Type	Field will be blank.	
Plnt Pd	Planting period "01" will be displayed.	
Int Use	Intended use will be displayed.	
*--Share--*	Producer's share associated with the selected unit will be displayed.	
Coverage	"Insured" will be displayed.	
Stage	The following stages will be displayed: <ul style="list-style-type: none"> <li>• "H" for harvested</li> <li>• "UH" for unharvested</li> <li>• "PP" for prevented.</li> </ul>	

\*--428 Load Acres/Production Screen MHAUIH01 (Continued)

C Field Descriptions (Continued)

Field	Description	Action
Acres	Prefilled field, by stage and practice, <b>for the selected unit</b> . For crops that did not have an RMA loss record, the reported acres will be prefilled in the "Harvested" field. For crops with an RMA loss record, the determined acres will be prefilled according to stage and practice. See Exhibit 39 for practice conversions.	<p>Producer must certify to the acreage amounts that were provided by RMA. See paragraph 62.</p> <p><b>Note:</b> Acreage for stage codes "1", "2", "3", and "4" are always prefilled as unharvested acres. Stage code "1" is unharvested acreage and stage code "2" is harvested acres.</p>
Production	Prefilled field with production to count, if an RMA loss record was received.	<p>Producer must certify to the production amounts that were provided by RMA. See Part 5.</p> <p>For crops that did not have an RMA loss record, enter the actual, appraised, or certified production for the unit (not by producer share) by stage and practice. See paragraph 46.</p>
Adjusted or Assigned Production	Manual entry field for adjustments made by COC.	Enter COC-adjusted or COC-assigned production, as applicable, according to Part 6.

--\*

\*--428 Load Acres/Production Screen MHAUIH01 (Continued)

**C Field Descriptions (Continued)**

Field	Description	Action
Adjusted or Assigned Flag (“O” or “A”)	Manual entry field identifying the type of adjustment made by COC.	Enter an: <ul style="list-style-type: none"> <li>• “A” flag if the assigned production is to be added to actual production according to paragraph 60</li> <li>• “O” flag if the assigned production is to override the production according to paragraph 60.</li> </ul>
Gross RMA Indemnity	Prefilled field if RMA provided a loss record. RMA indemnity can be manually loaded if RMA did not provide it on the download.	If applicable, load <b>gross</b> RMA indemnity. Field shall be left blank if RMA did not pay an indemnity on the crop.  <b>Note:</b> Gross indemnity is total indemnity paid, including premium amount.
Net RMA Indemnity	Prefilled field if RMA provided a loss record. RMA indemnity can be manually loaded if RMA did not provide it on the download.	If applicable, load <b>net</b> RMA indemnity. Field shall be left blank if RMA did not pay an indemnity on the crop.  <b>Note:</b> Net indemnity is indemnity paid minus premium amount.
Yield	Displays the higher of the producer’s approved yield or the county average yield.	Yield may be adjusted if paragraph 64 applies.

**D Action**

Enter data according to subparagraph C. PRESS:

- “Cmd5” to update the record
- “Cmd24” to delete a record that has been previously updated.

Record More Data Questions Screen MHAUIH1A will be displayed.--\*

\*--429 Record More Data Questions Screen MHAUIH1A

**A Overview**

Screen MHAUIH1A has been designed as a tool for entering additional data for the selected producer. The software process requires that each crop, crop type, and intended use be loaded separately to ensure accurate records. Users shall ensure that all applications are completed according to program policy, such as all crops with the same pay type being grouped together to determine a producer's loss.

**B Example of Screen MHAUIH1A**

Following is an example of Record More Data Questions Screen MHAUIH1A.

```

2001 SDP          069-C KITTSON          Entry      MHAUIH01
Load Acres/Production Screen          Version: AE77 09/03/2003 14:17 Term F6
-----
Producer VALLEY BEET FARMS INC          Share 1.0000          Unit 1.21
Crop SBEEET Type          Plnt Pd 01  Int Use PR  Irr Prac N  Coverage Insured

Record More Data Questions Screen          MHAUIH1A

Stage N          Do you want to record data on another:          Net RMA
H          (Y/N)          ndemnity
UH          share for this crop/type/use/practice?... N          11152
PP          intended use/practice for this crop/type? N

          unit for this producer?..... N

Enter=Continue  Cmd4=Previous Screen
IM: Previous share record has been updated.

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
    
```

--\*

**\*--429 Record More Data Questions Screen MHAUIH1A (Continued)**

**C Question Description**

The following table provides an explanation of Screen MHAUIH1A. Only 1 question at a time may be answered with “Y”.

<b>IF the question, “Do you want to record data on another...</b>	<b>AND “Y” is selected, THEN...</b>	<b>Option Use</b>
share for this crop/type/use/practice?”, is displayed	Screen MHAUIH01 will be displayed.	Use this option if the producer has multiple shares for the same crop/type/use/practice for this unit.
intended use/practice for this crop/type?”, is displayed	Screen MHAUWF01 will be displayed.	Use this option if several uses or multiple practices need to be recorded for this crop type.  <b>Note:</b> For insured crops, the same acreage data will be prefilled for all intended uses. The acreage data must be adjusted to reflect the correct data.
unit for this producer?”, is displayed	Screen MHAUIC01 will be displayed.	Use this option if the producer has multiple units.  <b>Note:</b> As a new unit is selected, CCC-567, for the previous crop data that was entered, will print. See paragraph 435 for printing.

**D Action**

Complete all applications according to subparagraph C. Record Enrollment Date Screen MHAUIH1B will be displayed according to paragraph 430.--\*

**\*--430 Record Enrollment Date Screen MHAUIH1B**

**A Overview**

Screen MHAUIH1B will be displayed when the producer’s insured loss record is updated. The producer’s enrollment date can be entered on Screen MHAUIH1B or by accessing option 3, “Update Enrollment/Approval Dates”, on Menu MHAUW0.

**B Example of Screen MHAUIH1B**

Following is an example of Record Enrollment Date Screen MHAUIH1B.

```

2001 SDP          069-C KITTSON          Entry      MHAUIH01
Load Acres/Production Screen      Version: AE77 09/03/2003 14:17 Term F6
-----
Producer VALLEY BEET FARMS INC          Share 1.0000          Unit 1.21
Crop SBEET Type      Plnt Pd 01  Int Use PR  Irr Prac N  Coverage Insured

Record Enrollment Date Screen          IH1B

Stage N
H
UH          Enrollment Date:      /      /      ( MM/DD/CCYY )          11152
PP

Enter=Continue  Cmd4=Previous Screen  Cmd5=Update

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
    
```

**C Action**

PRESS:

- “Enter” to continue **without entering or updating an enrollment date**
- “Cmd4” to return to Screen MHAUIH1A
- “Cmd5” to update the enrollment date.

**Note:** “Cmd5” must be pressed to update the enrollment date. Pressing “Enter” will advance to Screen MHAUPS01 and no dates will be updated.

Screen MHAUPS01 will be displayed and CCC-567 will print.--\*

**\*--431 Adding Records for Insured Producers Using “Cmd16”**

**A Introduction**

Data for insured producers is provided by RMA through a download process developed on the mainframe in ITSD. There are a variety of situations where it is known that the RMA data:

- was downloaded to the wrong County Office
- does not match the county name and address file
- may be revised under specific limited situations as described in subparagraph B.

**Note:** “Cmd16” shall not be used for any other adjustments.--\*

\*--431 Adding Records for Insured Producers Using “Cmd16” (Continued)

**B Authority to Add RMA Data for Insured Producers**

An option has been developed for insured CCC-567’s that provides County Offices with the capability to add data for insured producers under limited situations. The following table describes the situations that have been identified and provides specific examples. However, the option to add data for insured producers **shall only** be used for the situations described in this table.

Situation	Description	Example
1	<p>The ITSD mainframe process that determines where RMA data should be sent is based on several variables. In most cases, the data will be downloaded to the County Office where the land is physically located. However, in some instances, the County Office where the land is physically located is not the administrative County Office for the producer’s unit. In this case, RMA data for these producers may be sent to a County Office that does not administer the producer’s unit.</p> <p>If it is determined that the RMA insurance data was downloaded to the wrong County Office, the affected County Offices shall carefully coordinate to ensure that CCC-567 is taken in the administrative County Office. Failure to do so will result in duplicate CCC-567’s being accepted and approved for the producer.</p> <p>In cases where the RMA download was transmitted to a County Office other than the administrative County Office, the administrative County Office shall:</p> <ul style="list-style-type: none"> <li>• obtain a copy of the SDP RMA Download Report from the County Office where the land is physically located</li> <li>• dataload the information from the SDP RMA Download Report according to subparagraph C.</li> </ul>	<p>Producer A has FSN 100 that was administered in County X in 2000. In 2001, FSN 100 was transferred to County Y and Producer A no longer has a farming interest in County X, but is still active on the name and address file.</p> <p>The RMA download is subsequently transmitted to County X, because the producer is still active on County X’s name and address file.</p> <p>County Y is the administrative county for Producer A, and the insurance data must be dataloaded in County Y’s system using the “Cmd16” option because the RMA download was not sent to County Y.</p>

--\*

\*--431 Adding Records for Insured Producers Using “Cmd16” (Continued)

**B Authority to Add RMA Data for Insured Producers (Continued)**

Situation	Description	Example
2	<p>The producer ID number provided by RMA does not match the ID number on file in the County Office. In this case, County Offices shall:</p> <ul style="list-style-type: none"> <li>• verify the FSA ID number is correct</li> <li>• if the FSA ID number is correct, use the “Cmd16” option to dataload the RMA data using the correct producer ID number</li> <li>• dataload the information from the SDP RMA Download Report according to subparagraph C.</li> </ul>	<p>The RMA-downloaded data is downloaded to the correct County Office because of the land location; however, the ID number listed on the SDP RMA Download Report is 444-55-6789.</p> <p>This producer is listed on the County Office’s records with ID number 444-55-6879.</p>

--\*

\*--431 Adding Records for Insured Producers Using “Cmd16” (Continued)

**B Authority to Add RMA Data for Insured Producers (Continued)**

Situation	Description	Example
3	Insurance information provided by RMA is 100 percent under 1 name and ID number. COC has determined that shares should be changed.	<p>The RMA-downloaded data shows Fred Smith receiving 100 percent share for ID number 555-44-3333 for the unit. FSA records show the farming operation is:</p> <ul style="list-style-type: none"> <li>• 50 percent under Fred Smith</li> <li>• 50 percent under Wilma Smith with ID number 543-22-1111.</li> </ul> <p>To correct Fred Smith’s application data, the County Office shall:</p> <ul style="list-style-type: none"> <li>• access the information downloaded for Fred Smith and PRESS “Cmd24” to delete the record reflecting 100 percent of the acreage and loss records</li> <li>• answer the question, “Do you have another share for this producer”, with “Y” and PRESS “Enter”</li> <li>• load the data for Fred Smith to reflect his 50 percent share of the operation.</li> </ul> <p>For Wilma Smith, the County Office shall add the producer data using the “Cmd16” option according to subparagraph C to reflect her share of the acreage and loss records.</p>

--\*

**\*--431 Adding Records for Insured Producers Using “Cmd16” (Continued)**

**C Adding RMA Data When a Download Was Not Received**

Follow the steps in this table to add CDP data for a producer, if it is determined that the RMA data was downloaded to a County Office other than the producer’s administrative county.

Step	Menu or Screen	Action	Result
1		Access Menu MHAU00 according to paragraph 400.	Menu MHAU00 will be displayed.
2	MHAU00	ENTER “1”, “Notice of Loss/Production Application”, and PRESS “Enter”.	Menu MHAUW0 will be displayed.
3	MHAUW0	ENTER “2”, “Insured Losses”, and PRESS “Enter”.	Screen MHAUIA01 will be displayed.
4	MHAUIA01	<ul style="list-style-type: none"> <li>• Enter any of the following to identify the appropriate producer:                             <ul style="list-style-type: none"> <li>• ID number and ID type</li> <li>• last 4 digits of the ID number</li> <li>• producer’s last name.</li> </ul> </li> <li>• PRESS “Cmd16”.</li> </ul>	Screen MHAUIK01 will be displayed.

--\*

\*--431 Adding Records for Insured Producers Using “Cmd16” (Continued)

C Adding RMA Data When a Download Was Not Received (Continued)

Step	Menu or Screen	Action	Result
5	MHAUIK01	<p>Screen MHAUIK01 will be displayed with all the State and county codes found on the disaster crop table.</p> <ul style="list-style-type: none"> <li>• ENTER “X” next to the State and county code <b>where the land is physically located</b>.</li> </ul> <p><b>Note:</b> It is imperative that the correct State and county be selected where the land is physically located. Failure to select the correct State and county could result in the wrong yield and/or price being used in the payment calculations.</p> <ul style="list-style-type: none"> <li>• PRESS “Enter”.</li> </ul> <p><b>Note:</b> Screen MHAUIK01 is only applicable to insured applications loaded using the “Cmd16” options. All other applications use the administrative county crop table.</p>	Screen MHAUIL01 will be displayed.
6	MHAUIL01	<p>Screen MHAUIL01 will be displayed with sugar beets marked for selection.</p> <ul style="list-style-type: none"> <li>• Enter the producer’s unit and subunit listed on the SDP RMA Download Report.</li> </ul> <p><b>Example:</b> RMA unit 00101 should be entered as 1.01.</p> <ul style="list-style-type: none"> <li>• PRESS “Enter”.</li> </ul>	Screen MHAUIH01 will be displayed.

--\*

\*--431 Adding Records for Insured Producers Using “Cmd16” (Continued)

C Adding RMA Data When a Download Was Not Received (Continued)

Step	Menu or Screen	Action	Result
7	MHAUIH01	<p>Screen MHAUIH01 will be displayed without any prefilled data, since the RMA download report is not available in the administrative County Office.</p> <ul style="list-style-type: none"> <li>• Enter the following data from the SDP Producer List:                             <ul style="list-style-type: none"> <li>• producer’s share</li> <li>• harvested, unharvested, and/or prevented acres</li> </ul> <p><b>Note:</b> Enter determined acres if provided; otherwise, enter reported acres.</p> <li>• production.</li> </li></ul> <ul style="list-style-type: none"> <li>• If applicable, enter COC-assigned or COC-adjusted production.</li> <li>• If applicable, enter RMA net indemnity.</li> <li>• If applicable, enter RMA gross indemnity.</li> <li>• Ensure that higher of producer’s APH or county average yield is being used.</li> <li>• When all data has been dataloaded, PRESS “Cmd5” to update the record.</li> </ul>	<p>Screen MHAUIH1A will be displayed.</p>

--\*

**\*--431 Adding Records for Insured Producers Using “Cmd16” (Continued)**

**C Adding RMA Data When a Download Was Not Received (Continued)**

Step	Menu or Screen	Action	Result
8	MHAUIH1A	Screen MHAUIH1A allows users to enter another: <ul style="list-style-type: none"> <li>• share for the selected crop/type/use</li> <li>• intended use for this crop/type</li> <li>• unit for this producer.</li> </ul> Enter the appropriate response and PRESS “Enter”.	Screen MHAUIH1B will be displayed.
9	MHAUIH1B	Enter the enrollment date and do either of the following: <ul style="list-style-type: none"> <li>• PRESS “Cmd5” to update</li> <li>• PRESS “Enter” to bypass entering the enrollment date.</li> </ul>	When all records have been processed and there is no additional data to add, Screen MHAUPS01 will be displayed.
10	MHAUPS01	Enter the appropriate printer ID and PRESS “Enter”.	CCC-567 will be sent to the selected printer.  Menu MHAUW0 will be redisplayed.

**Note:** Applications entered through the “Cmd16” option shall be modified or deleted through regular processing.--\*

**432-434 (Reserved)**

**\*--Section 3 Updating Enrollment and CCC-567 Approval/Disapproval**

**435 Printing CCC-567's**

**A Automatic Print**

CCC-567 will print when a producer's loss data has been entered into the system. An automatic print will be generated from Screen MHAUWH1A or MHAUIH1A based on the way the questions are answered on that screen. See paragraphs 409 and 429. The prints will be grouped according to unit, crop, crop payment type, and planting number.--\*

\*--435 Printing CCC-567's (Continued)

**B Print Explanation and Required Entries**

The following table explains the automated print of CCC-567 after loss data has been entered in the system. Some entries on this form still require manual entries.

Item	Item Description
1A	Prefilled with selected producer's name and address.
1B	Prefilled with selected producer's telephone number.
2	Prefilled with selected producer's last 4 digits of ID number.
3	Prefilled with selected producer's administrative State and county codes.
4	Prefilled with selected crop year.
5	Prefilled with selected producer's unit number.
6	Field is left blank. The user shall manually enter FSN's associated with the unit.
7	Prefilled based on the crop's insurance status.
8A through 14	Fields are left blank. The producer must manually provide this information according to paragraph 356.
15 through 24	Prefilled according to loss data as entered on Screens MHAUWH01 and MHAUIH01 according to paragraphs 408 and 428. Crops will be summarized on CCC-567 by unit number, payment crop, payment type, and planting number.
25A and 25B	<p>The producer shall sign and date each CCC-567. Only 1 member having authority to sign for the partnership is required to sign.</p> <p><b>Note:</b> If the producer has signed a manual application before the data is loaded into the automated system, the producer is not required to sign the computer-generated CCC-567 unless data, such as acreage or production, has changed. Attach the manual CCC-567 to the computer-generated CCC-567.</p>
26A, 26B, and 26C	<p>The COC representative shall sign and date CCC-567 and indicate in the box provided whether CCC-567 is approved or disapproved.</p> <p><b>Note:</b> If the COC representative has signed, dated, and approved or disapproved a manual CCC-567, a signature is not required on the system-generated CCC-567 unless data, such as acreage or production, has changed. Attach the manual CCC-567 to the computer-generated CCC-567.</p>
27A and 27B	Prefilled with County Office's name, address, and telephone number.

--\*

**\*--436 Updating Enrollment/Approval/Disapproval Dates**

**A Overview**

Applications for SDP will be enrolled and approved or disapproved for program benefits by unit number, pay crop, pay type, and planting number. This will provide COC's with the flexibility to approve applications on a pay crop/pay type basis by unit.

To update enrollment/approval/disapproval dates, select option 3, "Update Enrollment/Approval Dates", on Menu MHAUW0 according to paragraph 402. Screen MHAUAC01 will be displayed.

**B Example of Screen MHAUAC01**

Following is an example of Enrollment/Approval Screen MHAUAC01.

```

2001 SDP          069-C KITTSON          Entry          MHAUAC01
Enrollment/Approval Screen          Version: AE77 09/03/2003 15:01 Term F6
-----
Producer VALLEY BEET FARMS INC          ID/Type 411265991 E

Unit      Pay      Planting      Enrollment      Approval      Disapproval
Crop/Type  Period  Coverage      Date            Date            Date
(MMDDCCYY) (MMDDCCYY) (MMDDCCYY)

1.21     SBEET/011    01    INS    .....    .....    .....
39       SBEET/011    01    NONINS .....    .....    .....

Cmd4=Previous Scrn  Cmd5=Update  Cmd7=End  Cmd12=Print Ent Report
    
```

--\*

**\*--436 Updating Enrollment/Approval/Disapproval Dates (Continued)****C Action**

County Offices shall:

- enter the enrollment date, if not previously entered on Screen MHAUWH1B or MHAUIH1B
- enter the approval date, if COC approved the application
- enter the disapproval date, if COC disapproved the application
- PRESS “Cmd4” to return to Screen MHAUWA01
- PRESS “Cmd5” to update dates

**Notes:** “Cmd5” must be pressed to update records before the “Roll-Page” option is selected. Any data entered and not updated before using the “Roll-Page” option will not be retained in the system.

To remove a date previously updated, “Field Exit” through the date and PRESS “Cmd5”. The record will be updated without a date.

- PRESS “Cmd7” to end

**Note:** Records will not be updated.

- PRESS “Cmd12” to print the Producer Entitlement Report
- use the “Roll-Page” option to view additional unit/pay crop/pay type records.

**D Updating or Adding Applications After Approval Date Is Entered**

Since applications are being approved on a unit/pay crop/pay type/planting number basis, the approval date will be removed from all records in the unit/pay crop/pay type/planting number if any record in that unit/pay crop/pay type/planting number is modified or added.

Upon COC approval, County Offices shall enter the revised COC approval date into the system.--\*

**437-444 (Reserved)**

**\*--Section 4 SDP Reports****445 Sugar Beet Disaster Program Reports Menu MHAURM****A Overview**

This section provides procedure for printing various reports relating to SDP. Menu MHAURM will be displayed when option 2, "Reports", is selected on Menu MHAU00 according to paragraph 400.

**B Example of Menu MHAURM**

Following is an example of Sugar Beet Disaster Program Reports Menu MHAURM.

```

COMMAND                                MENU: MHAURM                                F6
Sugar Beet Disaster Program Reports Menu
-----
      1. Sugar Beet Disaster Table
      2. Reconciliation Report
      3. SDP RMA Download Reports
      4. Blank CCC-567
      5. Producer CCC-567(s)
      6. SDP RMA Deleted Download Reports
      7. SDP Production Discrepancy Report

     21. Return to Application Selection Menu
     23. Return to Primary Selection Screen
     24. Sign Off

Cmd3=Previous Menu                      *=Option currently not available.

Enter option and press "Enter".

```

--\*

**\*--446 Reconciliation Report**

**A Printing the Reconciliation Report**

Follow this table to print the reconciliation report from Menu MHAURM.

<b>Step</b>	<b>Menu or Screen</b>	<b>Action</b>	<b>Result</b>
1		Access Menu MHAU00 according to paragraph 400.	Menu MHAU00 will be displayed.
2	MHAU00	ENTER “2”, “Reports”, and PRESS “Enter”.	Menu MHAURM will be displayed.
3	MHAURM	ENTER “2”, “Reconciliation Report”, and PRESS “Enter”.	Screen MHAUPS01 will be displayed.
4	MHAUPS01	Enter the appropriate printer ID and PRESS “Enter”.	Menu MHAURM will be redisplayed.

**B Reconciliation Report Messages**

Use the messages on the reconciliation report to identify corrective action that needs to be taken. This table identifies the error messages on the reconciliation report.

<b>Message</b>	<b>Reason for Message</b>	<b>County Office Action</b>
“No Eligibility Record on File”		Ensure that the subsidiary files have been updated properly for the producer for the applicable year.
“Person Determination Flag in ST XX CNTY XXX is Invalid”	Person determination flag in specified county is invalid. See paragraph 251 to determine valid flags.	Determine whether the flag is correct in the specified county and update, if necessary.
“AD-1026 Flag in ST XX CNTY XXX is Invalid”	AD-1026 flag in specified county is invalid. See paragraph 251 to determine valid flags.	Determine whether the flag is correct in the specified county and update, if necessary.

--\*

\*--446 Reconciliation Report (Continued)

**B Reconciliation Report Messages (Continued)**

Message	Reason for Message	County Office Action
“Disaster Gross Income Flag in ST XX CNTY XXX is Invalid”	Disaster Gross Income Flag in specified county is invalid. See paragraph 251 to determine valid flags.	Determine whether the flag is correct in the specified county and update, if necessary.
“6-CP Flag in ST XX CNTY XXX is Invalid”	6-CP flag in specified county is invalid. See paragraph 251 to determine valid flags.	Determine whether the flag is correct in the specified county and update, if necessary.
“Controlled Substance Flag in ST XX CNTY XXX is Invalid”	Controlled substance flag in specified county is invalid. See paragraph 251 to determine valid flags.	Determine whether the flag is correct in the specified county and update, if necessary.
“Multiple Invalid Eligibility Flags”	The individual or entity being paid has multiple invalid eligibility flags.	Print Report MABDIG to determine the invalid flags.
“Member Does Not Meet Gross Revenue Requirement”	Member of a joint operation has been recorded in the system as exceeding the \$2.5 million gross revenue eligibility requirement. Member is ineligible for disaster benefits.	Determine whether member does exceed the \$2.5 million gross revenue eligibility requirement.  <b>Note:</b> Failure to remove members erroneously entered on the gross revenue file will result in nonpayment for the member.
“CCC-567 Has Not Been Enrolled or Approved”	CCC-567 has not been enrolled or approved according to paragraph 436.	Enroll CCC-567 according to paragraph 436, if applicable.

--\*

\*--446 Reconciliation Report (Continued)

**B Reconciliation Report Messages (Continued)**

Message	Reason for Message	County Office Action
“CCC-567 Has Not Been Approved”	CCC-567 has been enrolled according to paragraph 436, but a COC approval date has not been entered according to paragraph 436.	Approve CCC-567 according to paragraph 436, if applicable.  <b>Note:</b> The approval date shall not be entered until COC approval has been obtained.
“Unit of Measure does not match the Unit of Measure on the Crop Table for (crop)”	Unit of measure does not match unit of measure on the CDP crop table.	Access and update CCC-567 with the unit of measure from the CDP crop table.
“Yield has been Manually Adjusted for (crop)”	The County Office has adjusted the historical yield that was provided.	Situations in which yields can be adjusted are very limited. Ensure that the correct policy was followed for adjusting the yield. If the yield was not adjusted according to policy, correct the yield to reflect the higher of the producer’s APH or the county average yield.
“Selected Producer Not Loaded on the joint operation file”	The producer is loaded as “02” or “03” in the name and address file, but is not active in the applicable year entity file.	The joint operation shall be loaded in the applicable year entity file according to 2-PL.
“An Eligibility Record Exists for Member”	This will only happen if a member of a joint operation is added to the gross revenue file and is subsequently added to a farm creating an eligibility record.	Remove the producer from the gross revenue file and change the disaster gross income flag in the new eligibility record.

--\*

\*--446 Reconciliation Report (Continued)

**B Reconciliation Report Messages (Continued)**

Message	Reason for Message	County Office Action
“Historical Yield Does Not Match County Average Yield on the Crop Table for (crop)”	CCC-567 is on file for an uninsured crop. A yield, other than the county average yield, was used and should not have been.	Access and update CCC-567 with the county average yield from the CDP crop table.
“Historical Yield is not the Greater of County Average/Producer APH for (crop)”	The yield being used on the producer’s record does not match the greater of the county average yield or the producer’s APH. This will only occur if the producer’s APH has been updated.	Access and update CCC-567 for the crop.  <b>Note:</b> If current policy provides for yield adjustment, no action is necessary.
“Producer has Temporary ID Number, SDP Payments Cannot be Issued”	The producer is loaded in AS/400 with a temporary ID number.	The producer must have a permanent ID number to receive SDP payments.
“A CCC-567 Record has been deleted”	The County Office has deleted CCC-567 after the record was updated.	Determine whether CCC-567 was deleted in error, if so, update the record. If CCC-567 should have been deleted, no action is necessary.
“Pay Crop/Pay Type does not match the pay crop/pay type on the crop table for (crop name)”	The pay crop/pay type has changed since the producer’s CCC-567 was updated.	Access and update CCC-567 to ensure that the correct pay crop/pay type is used.
“CCC-567 has been disapproved”	CCC-567 has been disapproved according to paragraph 436.	Determine whether CCC-567 was disapproved in error, if so, update the record. If CCC-567 should have been disapproved, no action is necessary.

--\*

**\*--447 SDP RMA Download Reports****A Overview**

FSA and RMA, to assist County Offices with the administration of SDP, are providing eligible producer download files to County Offices that will administer SDP for applicable producers.

**B SDP RMA File**

County Offices received an SDP RMA file containing all producers who purchased insurance on sugar beets in 2001/2002 in that county.

The SDP RMA file:

- is used to prefill data on CCC-567 to provide automated support to the SDP application process
- will be supplemented weekly because RMA will be continually providing updates of producers' loss records to ITSD for mainframe processing and downloading to County Offices.

**C Types of SDP RMA Download Reports**

County Offices may receive up to 3 types of SDP RMA Download Reports. Each report will list producers who purchased insurance on 2001/2002 sugar beets. Separate reports will be printed for:

- each year
- the following producers.
  - Producers who are active in the County Office name and address file and the applicable year farm producer file.
  - The County Office has a record of the producer in the name and address file, but the producer is not on the applicable year farm in the county. The County Office must add the producer to a farm in the applicable year farm files, if the producer applies for SDP benefits in the county.--\*

**\*--447 SDP RMA Download Reports (Continued)****C Types of SDP RMA Download Reports (Continued)**

- The County Office has no record of the producer on file. The County Office must add the producer to the County Office's files, if the producer applies for SDP benefits in the county.

**Exception:** Producers, who suffered a loss on land in this county but whose farm records are administered in an adjacent county, may appear on the report. If the producer applies for SDP benefits in this county, the County Office where the land is physically located must send the producer, as well as a copy of the report about the producer, to the County Office that administers the farm records.

When the producer applies for benefits in the administrative County Office, that County Office must manually add the producer's SDP RMA data to the worksheet application.

**D Printing SDP RMA Download Report**

SDP RMA Download Reports will print:

- during start-of-day processing after an RMA download file has been received
- when option 3, "SDP RMA Download Reports", is selected on Menu MHAURM.

**Note:** From Printer Selection Screen MHAUDR01, the SDP RMA Download Report can be printed:

- by specific producer ID number and type
- for "all producers" by leaving the "Producer ID Number and Type" field blank.--\*

**\*--447 SDP RMA Download Reports (Continued)****E Understanding the SDP RMA Download Report**

All producers who purchased insurance on 2001/2002 sugar beets in the county will be printed on the SDP RMA Download Report. All downloaded records contain the following information provided by RMA:

- ID number and type
- producer's name
- unit number
- farm number
- crop name
- plan code
- crop type
- practice
- producer's share
- crop yield
- reported acres.

A producer receiving an indemnity payment on 2001/2002 sugar beets will have additional information printed on the SDP RMA Download Report. The producer's records with a loss amount will also show the following:

- stage
- production to count
- determined acres (loss acres)
- gross indemnity
- net indemnity.

All information on the SDP RMA Download Report is for informational purposes only. When the producer's insured unit and crop are accessed, data from the downloaded files will be automatically loaded into the CCC-567 software.--\*

**\*--448 SDP RMA Deleted Download Report****A Overview**

The SDP RMA Deleted Download Report lists producers whose RMA insurance policies have been deleted by RMA because of an incorrect:

- ID number on the policy
- unit structure on the policy.

County Offices shall use this report to assist in determining whether a producer should be removed from an application.

**B Printing the SDP RMA Deleted Download Report**

The SDP RMA Deleted Download Report:

- will print during start-of-day when the download file is received
- can be printed using option 6, “SDP RMA Deleted Download Reports”, on Menu MHAURM according to paragraph 445.

**Note:** From Screen MHAUDR01, the SDP RMA Deleted Download Reports can be printed:

- by specific producer ID number and type
- for “all producers” by leaving the “Producer ID Number and Type” field blank.--\*

**\*--449 SDP Production Discrepancy Report**

**A Overview**

The 2001/2002 SDP Production Discrepancy Report identifies insured applications where production downloaded from RMA does not match the production loaded on the SDP application. All insured applications with an enrollment date will be included for comparison, except those where production was assigned using “A” or “O”.

**Note:** Production only applies to harvested and unharvested production. Prevented planting does not have production associated to that acreage.

To compensate for possible rounding errors, a tolerance:

- equal to or less than .10 will be followed for crops measured in hundredweight or tons
- of 1 will be followed for all other units of measure.

**B Printing the SDP Production Discrepancy Report**

The 2001/2002 SDP Production Discrepancy Report will print when option 7, “SDP Production Discrepancy Report”, is selected on Menu MHAURM. See paragraph 445 for additional information.

**C Handling Discrepancies**

This subparagraph identifies discrepancies that may be listed on the SDP Production Discrepancy Report and how County Offices shall handle the discrepancies. This subparagraph may not be all inclusive.

**Note:** Producers must sign a new CCC-567 if changes are made to data for which the producer is responsible for certifying as being true and correct.

Situation	Explanation	Action
No loss record is provided by RMA.	The “Production” field will be blank on the SDP Production Discrepancy Report because RMA did not download any production data.	The production data provided by the producer must be used to determine the loss because it is the only data available to FSA. If the SDP application has been approved by COC, no further action is required by the County Office.

--\*

\*--449 SDP Production Discrepancy Report (Continued)

C Handling Discrepancies (Continued)

Situation	Explanation	Action
<p>A loss record was not available when the application was taken.</p>	<p>RMA had not processed a producer’s claim before the producer applied for SDP and, as a result, a loss record was not provided on the SDP RMA Download Report. Subparagraph 46 A instructs County Offices to accept production evidence from FCIC or reinsured companies when loss records are not downloaded. County Offices may have subsequently received the loss record by using an RMA download. The data received by using the RMA download may differ from the data received from FCIC or the reinsured company.</p>	<ul style="list-style-type: none"> <li>• Use the production from the loss record provided on the SDP RMA Download Report or, if applicable, assign production according to paragraph 60.</li> <li>• Access the application and manually update the production to reflect what is displayed in the “Production” field on the SDP Production Discrepancy Report.</li> </ul>
<p>“Cmd16” is used to load an application.</p> <p><b>Note:</b> “Cmd16” should only be used in very limited cases.</p>	<p>There will be no associated RMA download record to match the application record. The “Producer Name” field on the SDP Production Discrepancy Report will display “No download data for this producer.”</p>	<ul style="list-style-type: none"> <li>• Review the source documents used when loading the application to ensure that the data was loaded correctly.</li> <li>• Notate on the SDP Production Discrepancy Report that the producer’s record is not in error if the data was loaded correctly.</li> <li>• Manually correct the data in the system to match the source document if the data loaded in the application software was entered in error.</li> </ul>

--\*

**\*--450 SDP Applications Needing Updates Because of Crop Table Changes**

**A SDP Crop Table Report**

Report ID MHAD03-R001, “SDP Application Needing Update Due to Crop Table Changes”, will print a list of producers with SDP applications associated with a crop table record with a change to 1 or more of the following fields:

- “County Average Yield”
- “Pay Crop”
- “Pay Type”
- “Unit of Measure”
- “Calculated Price”
- “Unharvested Payment Factor”.

**Note:** The SDP Crop Table Report will only print during start-of-day processing on the day the crop table is downloaded. **This report cannot be reprinted.**

**B Report Instructions**

This table lists the information that will appear on the SDP Crop Table Report when a change is made to the CDP crop table.

<b>IF there are changes in the crop table for a crop...</b>	<b>THEN County Offices shall...</b>
county average yield, pay crop, or pay type	access each application and PRESS “Cmd5” on Screen MHAUWH01 or MHAUIH01.
unit of measure	access each application, convert any production amounts to the corrected unit of measure, and PRESS “Cmd5” on Screen MHAUWH01 or MHAUIH01 to update the applications.
calculated price and unharvested payment factor	rerun the SDP payment and overpayment process to determine whether the crop table change caused an overpayment or underpayment to occur for producers reporting a loss for the applicable crop.

--\*

**451-500 (Reserved)**

**Section 5 SDP Payment Provisions****501 General Provisions****A Introduction**

This section contains:

- provisions for computing SDP payments
- procedure for printing CCC-567E and CCC-567E-1.

Except as specifically described in this section, the payment provisions provided in Part 12 for CDP also apply to SDP payment processing.

**B Determining SDP Final Payment Factor**

\$60 million has been provided for emergency financial assistance for producers who incurred losses on 2001/2002 sugar beets because of disaster. Because a specific funding allocation has been provided, a national payment factor will be applied to final SDP payments.

Signup for 2001/2002 ends October 31, 2003. After signup ends:

- SDP application data will be automatically uploaded to KC-ITSD so the national payment factor can be determined
- 2001 and 2002 application processing software options will be disabled.

**\*--501 General Provisions****C Determining Most Beneficial Year**

For producers that apply for both 2001 and 2002 sugar beet crop losses, the regular payment process compares the net payment amounts computed for each year and issues the payment for the most beneficial year if all eligibility requirements have been met.

**D Applying the \$80,000 Payment Limitation**

For multi-county and combined producers, the \$80,000 SDP payment limitation allocation has been added to the **2002** payment limitation file.

Payments issued to multi-county producers shall be limited to the amount allocated to each County Office for counties in which the producer has filed either a 2001 or 2002 SDP application. The SDP payment process reads the 2002 payment limitation file to determine the Aperson=s@ available allocation regardless of whether the application was filed for crop losses for 2001 or 2002.

**Note:** The \$80,000 payment limitation shall be applied before the national payment factor is applied. Thus, payment amounts will be reduced to the producer=s effective payment limitation then multiplied times the national payment factor.

**E Payments Less Than \$10**

The regular payment process will:

- § issue final payments that round to at least \$1
- § **not** issue final payments less than 50 cents.

**F Prompt Payment Due Dates**

The Prompt Payment Act applies to 2001/2002 SDP. See 61-FI for additional information.

**G Policy Regarding Typewritten Checks**

County Offices **are not authorized** to issue typewritten checks.

Program policy prohibiting typewritten checks was developed to:

- § maintain fiscal integrity
- § prevent mistakes to the extent possible.

Disciplinary action may be taken against any employee who:

- § issues a typewritten check
- § authorizes issuance of a typewritten check.--\*

**\*--502 Funds Control Process****A County Allotments**

Because of the specific funding allocation for 2001/2002 SDP, payments will be controlled through the funds control process. After all program application data is uploaded, and the national payment factor is determined, allotments will be attributed to County Offices based on the payment amount to be issued for all producers in the county after the national payment factor is applied.

**B Requesting Additional Allotments**

A report will be provided to County Offices, through State Offices, that lists the uploaded information used to determine the national payment factor and the resulting allotment provided through the funds control process.

If it is determined that an additional allotment is needed for data that was not uploaded timely, County Offices shall submit a request for an additional allotment by submitting the following information to the State Office:

§ signed CCC-567 for the applicable program that has been approved for payment by COC

§ CCC-567E, Statement of Calculated Payment Amounts - Producer Summary Report

§ PPH for the producer and any producer combined with the producer in the applicable county

**Note:** If the producer is a joint operation, PPH=s shall also be submitted for all members of the joint operation.

§ 2002 MABDIG report for the applicable producer

**Note:** If the producer is a joint operation, 2002 MABDIG reports shall also be submitted for all members of the joint operation.

§ additional allotment amount requested for the producer

§ any other documentation applicable to the case, such as NAD determinations, COC minutes, STC minutes, etc.

State Offices shall review the submitted documentation to:

§ ensure that the case file documentation requirements have been met

§ verify the request is valid

§ submit valid requests to PECD, Common Provisions Branch for review.--\*

**503-506 (Reserved)**



**\*--507 SDP Menu and Screen References**

**A Introduction**

The SDP payment process is designed in a manner similar to the 2001/2002 CDP payment process. As such, the screens look the same with the exception of the screen name and number.

**Note:** The primary difference in the 2 payment processes is the manner that the payment is calculated.

**B Cross Reference for SDP Menus and Screens**

Detailed information is provided in Part 12 on the CDP payment processing screens. To avoid duplication of that information, this table identifies the SDP payment processing screens and the CDP cross-referenced screens.

County Offices shall refer to the applicable paragraph for detailed information regarding each screen.

	<b>SDP Menu or Screen Number</b>	<b>CDP Menu or Screen Number</b>	<b>Paragraph</b>
Issuing Payments	MHAUN0	MHADN0	274
	MHAUNA01	MHADNA01	282
	MHAUNN01	MHADNN01	284
	MHAUPRT2	MHADPRT2	
Canceling Payments	MHAUN007	MHADN007	
	MHAUNA02	MHADNA02	293
	MHAUNS01	MHADNS01	294
Overpayment Processing	MHAUO2	MHADO2	305
	MHAUPRT2	MHADPRT2	
	MHAUNA01	MHADNA01	282
	MHAUNA02	MHADNA02	312
	MHAUOE02	MHADOE02	308
	MHAUOF01	MHADOF01	309
	MHAUON01	MHADON01	310
	MHAUOS01	MHADOS01	313

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**\*--508 Accessing the 2001/2002 SDP Payment Processing Software**

**A Accessing Payment Processing Menus**

All options for 2001/2002 SDP payment processing are available on Menu MHAUN0, A2001/2002 SDP Payment Processing Main Menu@. Access Menu MHAUN0 according to this table.

**Reminder:** The 2001/2002 SDP payment process determines the most beneficial year based on all applications filed and approved for payment for 2001 and 2002 sugar beet crop losses. As a result, all SDP payments are issued through the same process regardless of the year being paid.

Step	Menu	Action
1	FAX250	ENTER A3@ or A4@, AApplication Processing@, as applicable.
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.
3	FAX07001	ENTER A11@, APFC/DCP/Compliance@.
4	M00000	ENTER A1@, ANAP and Disaster@.
5	MH0000	ENTER A12@, ASugar Beet Disaster Program A
6	MHL0YR	ENTER A3@, A2001/2002 Payment Processing@.

**B Example of Menu MHAUN0**

This is an example of Menu MHAUN0.

```

COMMAND                MHAUN0                E3
2001/2002 SDP Payment Processing Main Menu
-----
      1. Issue Payments
      2. Cancel Payables
      3. Overpayment Processing

      5. Reports

      8. Continue Suspended Payment Batch

     20. Return to Application Primary Menu
     21. Return to Application Selection Screen
     22. Return to Office Selection Screen
     23. Return to Primary Selection Menu
     24. Sign off

Cmd3=Previous Menu                *=Option currently not available.

Enter option and press "Enter".
    
```

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**\*--509 Issuing SDP Payments**

**A Processing 2001/2002 SDP Payments**

County Offices shall follow the steps in this table to issue 2001/2002 SDP payments.

Step	Action	Result						
1	Access Menu MHAUN0 according to paragraph 508.							
2	ENTER A1@, AIssue Payments@, and PRESS AEnter@.	Screen MHAUPRT2 will be displayed.						
3	<p>Screen MHAUPRT2 allows the user to select the printer where the pending and nonpayment registers should be sent after payments have been computed.</p> <p>§ Enter the printer ID number</p> <p>§ PRESS AEnter@.</p>	Screen MHAUNA01 will be displayed.						
4	Screen MHAUNA01 provides users with several options for processing payments. Select either specific producers or all producers according to the following.							
	<table border="1"> <thead> <tr> <th data-bbox="250 863 451 905">Selection</th> <th data-bbox="451 863 1003 905">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="250 905 451 1018">Process payments for all producers.</td> <td data-bbox="451 905 1003 1018">ENTER AALL@ in the AEnter Producer ID Number@ field, and PRESS AEnter@.</td> </tr> <tr> <td data-bbox="250 1018 451 1791">Process payments for a selected producer.</td> <td data-bbox="451 1018 1003 1791"> <p>Enter 1 of the following, and PRESS AEnter@:</p> <p>X producer ID number and ID type in the AEnter Producer ID Number and Type@ field</p> <p>X last 4 digits of the producer=s ID number in the AProducer Last Four Digits of ID@ field</p> <p>X producer=s last name in the AProducer Last Name@ field.</p> </td> </tr> </tbody> </table>	Selection	Action	Process payments for all producers.	ENTER AALL@ in the AEnter Producer ID Number@ field, and PRESS AEnter@.	Process payments for a selected producer.	<p>Enter 1 of the following, and PRESS AEnter@:</p> <p>X producer ID number and ID type in the AEnter Producer ID Number and Type@ field</p> <p>X last 4 digits of the producer=s ID number in the AProducer Last Four Digits of ID@ field</p> <p>X producer=s last name in the AProducer Last Name@ field.</p>	<p>If the SDP application file is on the system:</p> <p>§ payments will be computed for the selected producer or all producers with an approved SDP application</p> <p>§ the nonpayment and pending payment registers, as applicable, will be sent to the printer selected in step 3.</p> <p>If payments are calculated that can be issued, Screen MHAUNN01, ABatch Check and Printing Control@, will be displayed.</p> <p>If there are no payments that can be processed:</p> <p>§ a nonpayment register will be printed</p> <p>§ Menu MHAUN0 will be redisplayed.</p>
Selection	Action							
Process payments for all producers.	ENTER AALL@ in the AEnter Producer ID Number@ field, and PRESS AEnter@.							
Process payments for a selected producer.	<p>Enter 1 of the following, and PRESS AEnter@:</p> <p>X producer ID number and ID type in the AEnter Producer ID Number and Type@ field</p> <p>X last 4 digits of the producer=s ID number in the AProducer Last Four Digits of ID@ field</p> <p>X producer=s last name in the AProducer Last Name@ field.</p>							

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\*--509 Issuing SDP Payments (Continued)

A Processing 2001/2002 SDP Payments (Continued)

Step	Action		Result
5	Screen MHAUNN01 will be displayed when all payables for eligible producers have been calculated. Payables are sorted into the AB@, AA@, and AO@ payment batches. See paragraph 283 for a complete description of the payment batches.  On Screen MHAUNN01, do either of the following.		
	<b>IF the user wants to...</b>	<b>THEN ENTER...</b>	
	process any of the payment batches	AY@ next to the payment batch to be processed.  <b>Note:</b> The entire batch must be completed before the next payment batch can be processed.	The payables are passed through the accounting interface for processing. Complete the payment process and print the transaction statement(s) according to 6-FI.
	suspend the payment batch for later processing	AN@ next to any of the payment batches.	Menu MHAUN0 will be redisplayed.

--\*

**\*--510 Canceling Payables Through the SDP Payment Application**

**A Introduction**

The SDP payment cancellation process has been developed to restrict the number of payables that display on the payment cancellation selection screen. This:

- § ensures that the correct payables are displayed for a requested producer
- § reduces the possibility that the wrong payable is accidentally canceled.

County Offices shall take extra caution to ensure that the correct payable is selected for cancellation according to paragraph 291.

**B How to Cancel Payables**

Follow the provisions of this table to cancel erroneous payments that **have not been issued** to the producer.

**Reminder:** Do not cancel the payable if:

- § CCC-184 has been mailed to the producer
- § EFT has been queued or transmitted to the producer=s financial institution.

Step	Action	Result	
1	Access Menu MHAUN0 according to paragraph 508.		
2	ENTER A2@, ACancel Payable@, and PRESS AEnter@.	Screen MHAUN007 will be displayed.	
3	Screen MHAUN007 is an informational warning screen reminding the user that the payable shall not be canceled if:  § CCC-184 has been mailed to the producer and is not available in the County Office  § EFT has been transmitted to the producer=s financial institution.		
	<b>IF the payable is...</b>	<b>THEN...</b>	
	available	PRESS AEnter@ to continue the cancellation process.	Screen MHAUNA02 will be displayed.
	<b>not</b> available	PRESS ACmd7@.	Menu MHAUN0 will be redisplayed.

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\*--510 Canceling Payables Through the SDP Payment Application (Continued)

**B How to Cancel Payables (Continued)**

Step	Action	Result	
4	Screen MHAUNA02 requires the user to enter specific data about the payable to be canceled. See paragraph 293 for additional information on Screen MHAUNA02.		
	<b>IF the user wants to...</b>	<b>THEN, on Screen MHAUNA02...</b>	
	continue with the payable cancellation	X enter the following data:  X producer=s ID number and type, last 4 digits of the producer=s ID number, or the producer=s last name  X transaction number for the payable to be canceled  <b>Note:</b> See paragraph 322 for additional information on how payables are updated to the payment history file.  X PRESS AEnter@.	If there is an active payable on the payment history file that matches the criteria entered, Screen MHAUNS01 will be displayed.  <b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed, allowing the user to select the desired producer.
	end processing without canceling a payable	PRESS ACmd3@.	Menu MHAUN0 will be redisplayed.
5	Screen MHAUNS01 provides the user with information about the payable being canceled, including:  \$ producer name and ID number and type \$ transaction number for the payable being canceled \$ date the payable was issued \$ applicable payment year \$ net payment amount.		
	<b>IF the user wants to...</b>	<b>THEN, on Screen MHAUNS02...</b>	
	cancel a payable associated with CCC-184	\$ ENTER AX@ in the ASEL@ field next to the payable for cancellation  \$ ENTER AN@ in answer to the question AHas the payment been mailed or transmitted to the producer?@  <b>Reminder:</b> The payable <b>shall not</b> be canceled if the check is not available in the County Office.  \$ PRESS ACmd5@ to cancel the payable.	A verification message will be displayed on Screen MHAUNS02.  If the selection is correct, PRESS ACmd5@ again, and Screen ANK52010 will be displayed.  <b>Warning:</b> When ACmd5@ is pressed again, users will not have another opportunity to end processing without canceling the payable.

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\*--510 Canceling Payables Through the SDP Payment Application (Continued)

**B How to Cancel Payables (Continued)**

Step	Action		Result
5 (Cntd)	<b>IF the user wants to...</b>	<b>THEN, on Screen MHADNS02...</b>	
	cancel an EFT payable	§ ENTER AX@ in the ASEL@ field next to the payable for cancellation  § ENTER AN@ in answer to the question, AHas the payment been mailed or transmitted to the producer?@  <b>Reminder:</b> The payable shall <b>not</b> be canceled if the EFT record has been transmitted.  § PRESS ACmd5@ to cancel the payable.	A verification message will be displayed on Screen MHAUNA02.  If the selection is correct, PRESS ACmd5@ again, and Screen ANK52040 will be displayed confirming that the payable has been deleted from the direct deposit file. PRESS AEnter@ on Screen ABK53005 to print the producer transaction statement.  <b>Warning:</b> When ACmd5@ is pressed again, users will not have another opportunity to end processing without canceling the payable.  <b>Note:</b> Screen ANK52020 will be displayed if the selected payable has already been transmitted to the producer=s financial institution. Follow 6-FI to establish the receivable.
	end without canceling	PRESS ACmd7@.	Menu MHAUN0 will be redisplayed.
6	Screen ANK52010 requires the user to specify whether or not CCC-184 is available. How this question is answered will determine whether receivables are or are not created. For fiscal tracking purposes, it is very <b>important</b> that this question be answered accurately.		
	<b>IF CCC-184 is...</b>	<b>THEN, on Screen ANK52010...</b>	
	available in the County Office and has not been cashed by the producer	§ ENTER AY@ in answer to the question, AIs the check to be canceled available?@  § PRESS AEnter@.	Screen ANK53005 will be displayed. Follow 6-FI to complete the cancellation process.
<b>not</b> available	§ ENTER AN@ in answer to the question, AIs the check to be canceled available?@  § PRESS AEnter@.	Screen ANK52020 will be displayed. Follow 6-FI to properly establish the receivable.	

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**\*--511 Computing SDP Overpayments**

**A Processing SDP Overpayments**

County Offices shall follow the steps in this table to compute 2001/2002 SDP overpayments.

Step	Action	Result	
1	Access Menu MHAUN0 according to paragraph 508.		
2	ENTER A3@, AOverpayment Processing@, and PRESS AEnter@.	Menu MHAUO2 will be displayed.	
3	ENTER A1@, ACompute Overpayments@, and PRESS AEnter@.	Screen MHAUPRT2 will be displayed.	
4	Screen MHAUPRT2 allows the user to select the printer where the overpayment register should be sent after overpayments have been computed.  X Enter the printer ID number. X PRESS AEnter@.	Screen MHAUNA01 will be displayed.	
5	Screen MHAUNA01 provides users with several options for processing overpayments. Select either specific producers or all producers according to the following.		
	<b>Selection</b>	<b>Action</b>	
	Process overpayments for all producers.	ENTER AALL@ in the AEnter Producer ID Number@ field, and PRESS AEnter@.	The overpayment process will run for all producers on the payment history file to determine which producers are overpaid.
	Process overpayments for a selected producer.	Enter 1 of the following, and PRESS AEnter@:  \$ producer ID number and ID type in the AEnter Producer ID Number and Type@ fields  \$ last 4 digits of the producer=s ID number in the AProducer Last Four Digits of ID@ field  \$ producer=s last name in the AProducer Last Name@ field.	If the selected producer is on the payment history file, the overpayment process will run for the selected producer to determine whether the producer is overpaid.  <b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed allowing the user to select the desired producer.
6	After the overpayment computation process is completed:  \$ Menu MHAUO2 will be redisplayed \$ the overpayment register will be sent to the printer selected in step 4.		

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**\*--512 Transferring Overpayment Amounts to CRS**

**A Action Required Before Establishing Receivables**

Before any overpayment is transferred to CRS, County Offices shall verify that the overpayment amount listed on the overpayment register is actually a debt due by the producer. If it is determined that the overpayment is **not** a legitimate overpayment, County Offices shall correct conditions causing the producer to be erroneously listed on the overpayment register to ensure that the overpayment is not inadvertently transferred to CRS.

**B Transferring Amounts to CRS**

Once it has been determined that the producer is actually overpaid and that a receivable should be established, County Offices shall follow the steps in this table to transfer the overpayment to CRS.

Step	Action		Result
1	Access Menu MHAUN0 according to paragraph 508.		
2	ENTER A3@, AOverpayment Processing@, and PRESS AEnter@.		Menu MHAUO2 will be displayed.
3	ENTER A3@, ATransfer Overpayments to CRS@, and PRESS AEnter@.		Screen MHAUOE02 will be displayed.  <b>Note:</b> The message, ANo Overpayments to be Selected@, will be displayed if there are not any calculated overpayments on the overpayment file.
4	Screen MHAUOE02 allows users to select exactly which overpayments should be transferred to CRS.		
	IF the user wants to...	THEN...	
	continue with the transfer process	X ENTER AX@ in the ASel@ column next to each overpayment that should be transferred to CRS  X PRESS ACmd5@.  <b>Note:</b> If more than 9 overpayment records exist, the roll keys should be used to scroll through the list until all overpayment amounts are selected.	Screen MHAUOF01 will be displayed for each overpayment amount selected for transfer to CRS.  <b>Note:</b> If the producer is a joint operation, Screen MHAUOF01 will be displayed for:  X each member of the joint operation that is in an overpayment condition  X the joint operation.
end the process without transferring the overpayments to CRS	PRESS ACmd7@.	Menu MHAUO2 will be redisplayed.	

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**\*--512 Transferring Overpayment Amounts to CRS (Continued)**

**B Transferring Amounts to CRS (Continued)**

Step	Action		Result	
5	<p>Screen MHAUOF01 will be displayed for each selected overpayment. Users have the option of:</p> <ul style="list-style-type: none"> <li>X skipping the overpayment without transferring it to CRS</li> <li>X transferring the calculated data to CRS, as is</li> <li>X adjusting data displayed for the overpayment before the data is transferred to CRS.</li> </ul> <p><b>Note:</b> Depending on the type of overpayment, County Offices can adjust some of the data displayed on Screen MHAUOF01. See paragraph 309 for a field-by-field explanation of what data can be adjusted on Screen MHAUOF01.</p>			
	<b>IF the user wants to...</b>	<b>THEN...</b>		
	<ul style="list-style-type: none"> <li>X transfer the data to CRS, as it is displayed</li> <li>X adjust the data before transferring the overpayment to CRS</li> </ul>	<ul style="list-style-type: none"> <li>X adjust the data according to paragraph 309, if necessary</li> <li>X PRESS AEnter@ to display the next overpayment record.</li> </ul>	<b>IF...</b> there are additional overpayment records that were selected on Screen MHAUOE01	<b>THEN...</b> Screen MHAUOF01 will be redisplayed each time AEnter@ is pressed.
			all overpayment records have been processed	<ul style="list-style-type: none"> <li>§ PRESS ACmd5@ to transfer the overpayment records to CRS</li> <li>§ Screen MHAUON01 will be displayed.</li> </ul>
	skip the displayed overpayment record	PRESS ACmd2@.	Screen MHAUOF01 will be redisplayed with data for the next overpayment record.	
	end the process without transferring any overpayments to CRS	PRESS ACmd7@.	Menu MHAUO2 will be redisplayed.	
6	<p>Screen MHAUON01 will be displayed for the overpayments processed on Screen MHAUOF01. Overpayments are sorted into the AB@ and AO@ overpayment batches. See paragraph 310 for a complete description of the payment batches. On Screen MHAUON01, do either of the following.</p>			
	<b>IF the user wants to...</b>	<b>THEN ENTER...</b>		
	complete the overpayment transfer process for either of the payment batches	<p>AY@ next to the overpayment batch to be processed.</p> <p><b>Note:</b> The entire batch must be completed before the next payment batch can be processed.</p>	The payables are passed through the accounting interface for processing. Complete the overpayment process and print the notification letter according to 67-FI.	
	suspend the overpayment batch for later processing	AN@ next to any of the overpayment batches.	Menu MHAUO2 will be redisplayed.	

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**\*--513 Canceling SDP Overpayments/Receivables**

**A Introduction**

If it is discovered that an overpayment has been transferred to CRS erroneously, the receivable cannot be canceled until subsequent transactions, such as collections applied to the receivable, have been canceled in CRS.

**Note:** See 67-FI for additional information regarding deleting receivable collections.

If an error is determined, the receivable shall be canceled by accessing option 4, ACancel Overpayments@, on Menu MHAUO2.

**B Steps to Cancel SDP Overpayments/Receivables**

The overpayment cancellation process has been developed to restrict the number of receivables displayed on Screen MHAUOS01. This:

- § ensures that the correct receivable is displayed for a requested producer
- § reduces the possibility that the wrong receivable is accidentally canceled.

County Offices shall take extra caution to ensure that the correct receivable is selected for cancellation by printing PPH according to paragraph 322.

Follow the provisions of this table to cancel erroneous receivables.

Step	Action	Result
1	Access Menu MHAUN0 according to paragraph 508.	
2	ENTER A3@, AOverpayment Processing@, and PRESS AEnter@.	Menu MHAUO2 will be displayed.
3	ENTER A4@, ACancel Overpayments@, and PRESS AEnter@.	Screen MHAUNA02 will be displayed.

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\*--513 Canceling SDP Overpayments/Receivables (Continued)

**B Steps to Cancel SDP Overpayments/Receivables (Continued)**

Step	Action	Result
4	Screen MHAUNA02 requires the user to enter specific data about the receivable to be canceled.	
	<b>IF the user wants to...</b>	<b>THEN...</b>
	continue with the receivable cancellation	\$ enter the following data: \$ producer=s ID number and type, last 4 digits of the producer=s ID number, or the producer=s last name \$ transaction number for the receivable to be canceled  <b>Notes:</b> Receivables are identified on PPH with ARECV@ as the payment type. If the receivable was established for a joint operation, the transaction number for the joint operation must be entered.  \$ PRESS AEnter@.
end processing without canceling the overpayment	PRESS ACmd3@.	Menu MHAUO2 will be redisplayed.
5	Screen MHAUNS01 provides users with information about the receivable being canceled, including: X producer name and ID number and type X transaction number for the overpayment being canceled X date the receivable was transferred to CRS X net receivable amount.	
	<b>IF the user wants to...</b>	<b>THEN...</b>
	cancel a displayed receivable	\$ ENTER AX@ in the ASEL@ field next to the receivable for cancellation  \$ PRESS ACmd5@ to cancel the receivable.
end without canceling	PRESS ACmd7@.	Menu MHAUO2 will be redisplayed.

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514-516 (Reserved)

**\*--517 Printing PPH**

**A Printing the Report**

PPH can be printed for a producer or for members of joint operations. Follow this table to print PPH. See paragraph 322 for additional information on PPH.

<b>Step</b>	<b>Action</b>		<b>Result</b>
1	Access Menu MHAUN0 according to paragraph 508.		
2	Enter A5@, AReports@, and PRESS AEnter@.		Menu MHAUO1 will be displayed.
3	ENTER A1@, APrint Producer Payment History@, and PRESS AEnter@.		Screen MHAUPRT2 will be displayed.
4	Enter the appropriate printer ID, and PRESS AEnter@.		Screen MHAUO601 will be displayed.
5	Screen MHAUO601 provides users with several options for printing PPH=s.		
	<b>IF the user wants to print PPH for...</b>	<b>THEN...</b>	
	all producers	ENTER AALL@ in the AEnter Producer ID Number and Type@ field.	PPH will be printed for all producers and members of joint operations that are found on the payment history file.  Screen MHAUO601 will be redisplayed.
	a selected producer	Enter 1 of the following, and PRESS AEnter@:  \$ producer ID number and ID type in the AEnter Producer ID Number and Type@ field  \$ last 4 digits of the producer=s ID number in the AProducer Last Four Digits of ID@ field  \$ producer=s last name in the AProducer Last Name@ field.	PPH will be printed for the selected producer if any records are found on the payment history file.  Screen MHAUO601 will be redisplayed.
	randomly selected producers	ENTER AX@ in the ARandomly Select Producers@ field.	PPH will be printed for each of the randomly selected producers if any records are found on the payment history file.  Screen MHAUO601 will be redisplayed.

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**\*--518 CCC-567E, Statement of Calculated Payment Amounts - Producer Summary Report**

**A Introduction**

CCC-567E is a computer-generated document that summarizes the net payment amounts for each sugar beet unit for each applicable crop year.

**B Information on CCC-567E**

CCC-567E:

- summarizes the payment data by unit
- computes a projected payment for each CCC-567 that has been enrolled and/or approved for payment.

This table describes all the information printed on CCC-567E.

<b>Field</b>	<b>Description</b>
Producer Name and Address	Producer name and mailing address. CCC-567E is producer specific; therefore, only one CCC-567E will be generated for each producer.
Location St-Cty	State and county codes where the land in the unit is physically located.
Unit	The unit number for the crop that was either of the following: <ul style="list-style-type: none"> <li>• downloaded by RMA for insured crops</li> <li>• obtained from the NAP unit file for noninsurable and uninsured crops.</li> </ul>
Insured Status	Indicator to designate if the unit is insured, noninsurable, or uninsured.
Pay Type	Payment crop type code assigned for the specific crop, crop type, and intended use.
Planting Period	The applicable planting period for the specified crop.
2001 Calculated Payment	The net-calculated payment amount for the applicable year for all intended use, practice, and share records for the specified unit. The most beneficial option for the unit is printed in parenthesis after the payment amount.
2002 Calculated Payment	

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**\*--519 Printing CCC-567E**

**A Printing CCC-567E From Menu MHAUO1**

CCC-567E can be printed for a specific producer or for all producers. Follow this table to print CCC-567E from Menu MHAUO1.

Step	Menu or Screen	Action	Result
1	MHAUO1	ENTER "3", "Print Producer Summary Entitlement Report", and PRESS "Enter".	Screen MHAUPRT2 will be displayed.
2	MHAUPRT2	Enter the appropriate printer ID and PRESS "Enter".	Screen MHAUN701 will be displayed.
3	MHAUN701	Enter either of the following and PRESS "Enter": <ul style="list-style-type: none"> <li>• "ALL" in the "Enter Producer ID Number and Type" field to print CCC-567E for all producers</li> <li>• select a specific producer by entering any of the following:                             <ul style="list-style-type: none"> <li>• producer ID number and ID type in the "Enter Producer ID Number and Type" field</li> <li>• last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field</li> <li>• producer's lat name in the "Producer Last Name" field.</li> </ul> </li> </ul>	Menu MHAUO1 will be redisplayed.

**B Printing CCC-567E From the Application Process**

CCC-567E can be printed from the application worksheet process by pressing "Cmd12" on Screen MHAUAC01. When this option is selected, CCC-567E will be printed with the accumulated payment amounts for both 2001 and 2002.

**Note:** Screen MHAUAC01 is used to enter the enrollment and COC payment approval dates for applications filed by the producer.--\*

**\*--520 CCC-567E-1, Detailed Statement of Calculated Payment Amounts Report****A Introduction**

CCC-567E-1 is a computer-generated document that prints the calculated payment amount for sugar beets based on the data currently loaded in the SDP application file. CCC-567E-1 includes the detailed payment calculations for:

- Option A
- Option B
- Option C
- 100 percent cap reductions for insured and uninsured crops.

**Reminder:** Crops are grouped for payment purposes by unit, planting period, payment crop code, and payment type code. All matching payment crop codes and payment type codes are considered 1 crop for payment purposes.

**B Information on CCC-567E-1**

CCC-567E-1:

- contains information for all sugar beet intended uses and practices for the payment grouping

**Note:** A separate report is printed for each unit and payment crop.

- is organized according to the following:
  - Part A includes detailed payment calculation data
  - Part B includes detailed 100 percent cap payment reduction data
  - Part C includes the total projected payment amount for the unit and crop.--\*

\*--520 CCC-567E-1, Detailed Statement of Calculated Payment Amounts Report (Continued)

**B Information on CCC-567E-1 (Continued)**

This table describes all the information printed on CCC-567E-1.

Field	Description	Reference	
		CCC-567	CCC-567A
Producer Name, Address, and ID Number	Producer name, mailing address, and last 4 digits of the ID number.	Items 1A and 1B	Items 3 and 4
Crop Name	“Sugar Beets” will always be printed.		
Pay Type Code	Payment type code for the specified crop.		Item 9
Planting Period	The applicable planting period for the specified crop.		
Unit Number	The unit number for the crop.	Item 5	Item 5
Location State	State and county codes where the crop is located.	Item 3	Items 1 and 2
Location County			
Insured Status	Insured status for the crop and the applicable payment level. The payment level is 55 percent for all crops.	Item 7	Item 6
<b>Part A - Production Loss Payment Calculation</b>			
Part A contains the detailed payment calculation data for production losses for sugar beets that have been loaded in the SDP application file. The calculated payment amount in this part may also include quality, if production was adjusted by RMA or COC. The following information is printed for each crop type, intended use, and practice for the specified unit and crop definition.			
Stage	Harvest stage for the specified intended use and practice.	Item 18	
Int Use	Intended or actual use for the specified intended use and practice.	Item 19	Item 11 or 27
Prac	Practice for the specified intended use and practice. For insured data, the RMA practice will be converted when the application is loaded to either of the following: <ul style="list-style-type: none"> <li>• “I” for irrigated acreage</li> <li>• “N” for nonirrigated acreage.</li> </ul> <p><b>Note:</b> A separate line entry will be printed if the producer has both irrigated and nonirrigated acres.</p>	Item 17	Item 12 or 28
Share	Producer’s share for the specified intended use and practice.	Item 15	Item 13 or 29

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\*--520 CCC-567E-1, Detailed Statement of Calculated Payment Amounts Report (Continued)

**B Information on CCC-567E-1 (Continued)**

Field	Description	Reference	
		CCC-567	CCC-567A
Producer Acres	<p>Calculated acreage attributable to the producer is the result of multiplying the following:</p> <ul style="list-style-type: none"> <li>• acreage, as applicable, for harvested, unharvested, or prevented planted acreage for the specified intended use and practice for the unit, times</li> <li>• producer’s share.</li> </ul>		Item 15 or 31
Historic Yield	<p>Historical yield is the greater of the following:</p> <ul style="list-style-type: none"> <li>• producer’s approved yield, irrigated or nonirrigated as applicable, for the intended use</li> <li>• approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from KC-ITSD in the disaster crop table.</li> </ul> <p><b>Note:</b> If COC adjusted the historic yield, the adjusted yield will be printed.</p>		Item 16 or 32
Disaster Level	<p>Calculated disaster level for the producer is the result of multiplying the following:</p> <ul style="list-style-type: none"> <li>• producer acres, times</li> <li>• historic yield, times</li> <li>• 65 percent.</li> </ul>		Item 18 or 33
Net Production	<p>Net production for the specified intended use, practice, and harvest stage is determined according to the following.</p>		
	<p><b>IF COC has...</b></p>	<p><b>THEN the producer’s net production is the result of...</b></p>	
	<p>adjusted the producer’s actual production</p> <p><b>Note:</b> Adjusted production is indicated with “O” in CCC-567, item 24.</p>	<ul style="list-style-type: none"> <li>• COC-adjusted production for the unit from CCC-567, item 23, times</li> <li>• producer’s share in the unit.</li> </ul>	Item 19

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\*--520 CCC-567E-1, Detailed Statement of Calculated Payment Amounts Report (Continued)

**B Information on CCC-567E-1 (Continued)**

Field	Description		Reference	
			CCC-567	CCC-567A
Net Production (Continued)		<b>THEN the producer's net production is the result of...</b>		
	<b>IF COC has...</b>			
	assigned production  <b>Note:</b> Assigned production is indicated with "A" in CCC-567, item 24.	<ul style="list-style-type: none"> <li>• COC-assigned production for the unit from CCC-567, item 23, plus</li> <li>• RMA or actual production for the unit from CCC-567, item 20, times</li> <li>• producer's share in the unit.</li> </ul>		Item 19
	not adjusted or assigned production	<ul style="list-style-type: none"> <li>• RMA or actual production for the unit from CCC-567, item 20, times</li> <li>• producer's share in the unit.</li> </ul>		
Net Production for Payment	Net production for payment is determined by subtracting the following: <ul style="list-style-type: none"> <li>• disaster level, minus</li> <li>• net production.</li> </ul>			Item 20
Payment Rate	The approved payment rate from the disaster crop table for the specified intended use and planting number.			Item 22 or 34
Payment Factor	The approved payment factor from the disaster crop table for the crop's harvest stage.  <b>Note:</b> If the crop acreage is unharvested and the producer's net production is greater than the disaster level, then the payment factor is 1.0000.			Item 23 or 35
Gross Indemnity	Gross indemnity amount downloaded from RMA for the specified intended use, practice, share, and harvest stage.		Item 21	Item 21
Option A	Calculated payment amount for each line item is computed by multiplying the following: <ul style="list-style-type: none"> <li>• gross indemnity, times</li> <li>• 60 percent.</li> </ul>			Items 24 and 37

--\*

\*--520 CCC-567E-1, Detailed Statement of Calculated Payment Amounts Report (Continued)

**B Information on CCC-567E-1 (Continued)**

Field	Description	Reference	
		CCC-567	CCC-567A
Option B	<p>Calculated payment for each line item is computed by multiplying the following:</p> <ul style="list-style-type: none"> <li>• net production for payment, times</li> <li>• payment rate, times</li> <li>• unharvested or prevented payment factor, times</li> <li>• 55 percent.</li> </ul> <p>The result is rounded to whole dollars. If the result is negative, the negative will be used in the calculated payment for the unit.</p>		Item 25 or 38
Option C	<p>Calculated payment amount for each line item is computed by calculating the following:</p> <ul style="list-style-type: none"> <li>• producer acres, times</li> <li>• historic yield, minus</li> <li>• net production, times</li> <li>• unharvested payment factor, times</li> <li>• \$12.50.</li> </ul>		Item 26
Calculated Payment Totals by Option	<p>Calculated disaster payment for the unit is computed according to the following:</p> <ul style="list-style-type: none"> <li>• accumulated calculated payment for harvested and unharvested acreage, plus</li> </ul> <p><b>Note:</b> If the result is negative, then zero is used.</p> <ul style="list-style-type: none"> <li>• accumulated calculated payment for prevented planted acreage.</li> </ul>		Item 41
<p><b>Part B - Calculation of 100% Cap Reduction</b></p> <p>Part B contains the detailed payment calculation data for the 100 percent cap reduction. The 100 percent cap reduction is computed for insured and uninsured crops only.</p> <p><b>Note:</b> If the crop is noninsurable, the message, “Not applicable for this crop”, will be printed in this part.</p>			
St	Harvest stage for the specified intended use and practice.	Item 18	
Int Use	Intended or actual use for the specified intended use and practice.	Item 19	Item 42

--\*

\*--520 CCC-567E-1, Detailed Statement of Calculated Payment Amounts Report (Continued)

**B Information on CCC-567E-1 (Continued)**

Field	Description	Reference	
		CCC-567	CCC-567A
Pr	Practice for the specified intended use and practice. For insured data, the RMA practice will be converted when the application is loaded to either of the following: <ul style="list-style-type: none"> <li>• “T” for irrigated acreage</li> <li>• “N” for nonirrigated acreage.</li> </ul> <p><b>Note:</b> A separate line entry will be printed if the producer has both irrigated and nonirrigated acres.</p>	Item 17	Item 43
Share	Producer’s share for the specified intended use and practice.	Item 15	Item 44
Producer Acres	Calculated acreage attributable to the producer is the result of multiplying the following: <ul style="list-style-type: none"> <li>• acreage, as applicable, for harvested, unharvested, or prevented planted acreage for the specified intended use and practice for the unit, times</li> <li>• producer’s share.</li> </ul>		Item 45
Historic Yield	Historical yield is the greater of the following: <ul style="list-style-type: none"> <li>• producer’s approved yield, irrigated or nonirrigated as applicable, for the intended use</li> <li>• approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from KC-ITSD in the disaster crop table.</li> </ul> <p><b>Note:</b> If COC adjusted the historic yield, the adjusted yield will be printed.</p>		Item 46
Price	The higher of the following for the specified intended use and planting number: <ul style="list-style-type: none"> <li>• NASS season average price</li> <li>• approved payment rate from the disaster crop table.</li> </ul>		Item 48
Expected Production	The expected production is computed by multiplying the following: <ul style="list-style-type: none"> <li>• producer acres, times</li> <li>• historic yield.</li> </ul>		Item 47

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\*--520 CCC-567E-1, Detailed Statement of Calculated Payment Amounts Report (Continued)

**B Information on CCC-567E-1 (Continued)**

Field	Description		Reference	
			CCC-567	CCC-567A
Net Production	<b>IF COC...</b>	<b>THEN...</b>		Item 49
	adjusted or assigned production	production downloaded by RMA or actual production, including any COC adjustments or assignments.	Item 20 and/or 23	
	did not adjust or assign production	actual production.	Item 20	
Disaster Payment	Calculated payment from Part A for the specified intended use, practice, share, and harvest stage that corresponds to the most beneficial option for the unit.			Item 50
Indemnity	Indemnity amount downloaded from RMA for the specified crop, crop type, intended use, practice, share, and harvest stage.		Item 22	Item 51
Value of Production	The value of production is computed by multiplying the following: <ul style="list-style-type: none"> <li>• net production, times</li> <li>• price.</li> </ul>			Item 52
Total Crop Value	Total crop value is the result of adding the following for each line item: <ul style="list-style-type: none"> <li>• disaster payment, plus</li> <li>• indemnity, plus</li> <li>• value of production.</li> </ul>			Item 53
100% Cap	The 100 percent cap is computed by multiplying the following: <ul style="list-style-type: none"> <li>• expected production, times</li> <li>• price.</li> </ul>			Item 54
Unit Total	Accumulated amounts for all line items for the following: <ul style="list-style-type: none"> <li>• total crop value</li> <li>• 100 percent cap.</li> </ul>			Items 55 and 56

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\*--520 CCC-567E-1, Detailed Statement of Calculated Payment Amounts Report (Continued)

**B Information on CCC-567E-1 (Continued)**

Field	Description	Reference	
		CCC-567	CCC-567A
<b>Part C - Net Payment Calculation for Unit and Crop</b>			
Part C includes the total calculated payment amounts from Parts A and B, as applicable.			
Total Calculated Disaster Payment - Option X	<p>Calculated disaster payment for the unit is determined by comparing the total amounts computed for each option from Part A. The most beneficial option is the calculated disaster payment for the unit. "A", "B", or "C" will be printed to indicate which option is the most beneficial.</p> <p><b>Note:</b> If the accumulated net production for payment is negative for harvested and unharvested, the calculated disaster payment is zero because the producer did not meet the 35 percent loss threshold.</p>		Item 59
Total Cap Reduction	<p>The total cap reduction is computed by subtracting the following:</p> <ul style="list-style-type: none"> <li>• total crop value, minus</li> <li>• 100 percent cap.</li> </ul> <p>If the result is negative, the cap reduction amount is zero.</p>		Item 60
Net Unit Payment	<p>The net unit payment is computed according to the following:</p> <ul style="list-style-type: none"> <li>• total calculated disaster payment, minus</li> <li>• total cap reduction.</li> </ul>		Item 61

--\*

\*--521 Printing CCC-567E-1

**A Printing CCC-567E-1 From Menu MHAU01**

CCC-567E-1 can be printed for a specific producer or for all producers. Follow the steps in this table to print CCC-567E-1.

Step	Menu or Screen	Action		Result
1	MHAUN0	ENTER "5", "Reports", and PRESS "Enter".		Menu MHAU01 will be displayed.
2	MHAU01	ENTER "2", "Print Detailed Entitlement Report", and PRESS "Enter".		Screen MHAUPRT2 will be displayed.
3	MHAUPRT2	Enter the appropriate printer ID, and PRESS "Enter".		Screen MHAUN701 will be displayed.
4	MHAUN701	Screen MHAUN701 provides several options to print the calculated payment reports. Select either a specific producer or all producers according to the following.		
		Selection	Action	
		Process calculated payment reports for all producers.	ENTER "All" in the "Enter Producer ID Number" field, and PRESS "Enter".  <b>Note:</b> Do not use this option if worksheets are being updated on other workstations. Wait until all users have exited the CDP worksheet process.	Reports will be generated for all producers who have an application on the worksheet file.  Screen MHAUN701 will be redisplayed.
Process calculated payment reports for a selected producer.	Enter 1 of the following, and PRESS "Enter":  <ul style="list-style-type: none"> <li>• producer ID number and ID type in the "Enter Producer ID Number and Type" field</li> <li>• last 4 digits of producer's ID number in the "Last Four Digits of ID" field</li> <li>• producer's last name in the "Last Name" field.</li> </ul>	Report will be generated if the selected producer has any applications on the worksheet file.  Screen MHAUN701 will be redisplayed.		

--\*

**\*--522 Upload Transmission Report**

**A Introduction**

An upload transmission report has been developed to assist County Offices with identifying amounts uploaded to KC-ITSD. The payment amounts uploaded are used to determine:

- \$ national payment factor
- \$ allotment amounts authorized for each applicable County Office.

**B Information on the Report**

The upload transmission report includes:

- \$ producer name
- \$ amount of the projected payment after eligibility and payment limitation are checked.

Payment data will continue to be uploaded after the national payment factor is determined. The upload transmission report reflects the uploaded information from the most recent transmission. As a result, the data reflected on the report may be different from the allotments attributed to the County Office if program application or eligibility information has been updated.

**C Printing the Report**

Follow this table to print the upload transmission report.

Step	Action	Result
1	Access Menu MHAUN0 according to paragraph 508.	
2	Enter A5@, AReports@, and PRESS AEnter@.	Menu MHAUO1 will be displayed.
3	ENTER A4@, APrint Upload Transmission Report@, and PRESS AEnter@.	Screen MHAUPRT2 will be displayed.
4	Enter the appropriate printer ID, and PRESS AEnter@.	The report will be sent to the selected printer and Menu MHAUN0 will be redisplayed.

--\*

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		17, 110, 226, 251, 272, 334, 336, 356, 446
AD-1026A	Supplemental to AD-1026		17
CCC-36	Assignment of Payment		20, 272
CCC-37	Joint Payment Authorization		20, 272
CCC-184	CCC Check		1, 255, 283, 291, 292, 333, 510
CCC-441E	Peanut Proration Worksheet by Farm	101	49, 76, 77, 110, 114, 115, 188
CCC-458	RMA Compliance Referral Worksheet	127	62, 133
CCC-466	Crop Disaster Program District Director Review Worksheet	125	
CCC-466-1	Crop Disaster Program Compliance Worksheet	130	131, 136, 361
CCC-467	Crop Disaster Program Second Party Review Worksheet	125	
CCC-471	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage		15
CCC-502	Farm Operating Plan for Payment Eligibility Review		19, 110, 356
CCC-547	1999 Crop Disaster Program Application		103
CCC-564	2001 and 2002 Crop Disaster Program Application	111	Text, Ex. 2
CCC-564A	2001 and 2002 Crop Disaster Program Payment Calculation Worksheet (Yield Based Single Market Crops)	112	72, 75, 110, 116.5, 255, 275, 326
CCC-564B	2001 and 2002 Crop Disaster Program Payment Calculation Worksheet (Yield Based Multiple Market Crops)	113	73, 75, 91, 110, 116.5, 275, 327
CCC-564C	2001 and 2002 Crop Disaster Program Payment Calculation Worksheet (Value Loss Crops)		110, 114, 116.5, 275, 328
CCC-564C	2001 and 2002 Crop Disaster Program Payment Calculation Worksheet (Value Loss Crops)		110, 114, 116.5, 275, 328

## Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

## Forms (Continued)

Number	Title	Display Reference	Reference
CCC-564D	2001 and 2002 Crop Disaster Program Calculation of 95% Cap and Net Disaster Payment	116.5	19, 110, 208, 275, 326-328
CCC-564E	Statement of Calculated Payment Amounts - Producer Summary Report		251, 321, 324, 325
CCC-564E-1	Statement of Calculated Payment Amounts - Single Market Crops		251, 321, 326, 329, 502
CCC-564E-2	Statement of Calculated Payment Amounts - Multiple Market Crops		251, 321, 327, 329
CCC-564E-3	Statement of Calculated Payment Amounts - Value Loss Crops		251, 321, 328, 329
CCC-564M	2001 and 2002 Crop Disaster Program for Multiple Crop - Same Acreage Certification	116	37, 110, 114, 115, 215
CCC-565	Disaster Assistance Gross Revenue Certification Statement	16	110, 356
CCC-566	2001 and 2002 Crop Insurance and/or Noninsured Crop Disaster Assistance Program (NAP) Coverage Agreement	15	110, 356
CCC-567	2001 and 2002 Sugar Beet Disaster Program (SDP) Application	366	355, 357, 358, Part 14
CCC-567A	2001 and 2002 Sugar Beet Disaster Program (SDP) Payment Calculation Worksheet	357	520
CCC-567E	Statement of Calculated Payment Amounts - Producer Summary Report		501, 518, 519
CCC-567E-1	Detailed Statement of Calculated Payment Amounts Report		501, 502, 520, 521
CCC-761	Quality Worksheet for Peanuts	76	77, 101, 110, 128
CRP-15	Agreement for Reduction for Bases, Allotments, and Quotas		36
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		251
FSA-568	Register of Farm Certifications		359-361
FSA-570	Waiver of Eligibility for Emergency Assistance		3
FSA-577	Report of Supervisory Check	125	
FSA-578	Report of Acreage		35-38, 62, 110, 114, 128, 356

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-578D	Acreage Report for Disaster Purposes Only		110
FSA-1007	Inspection Certificate and Calculation Worksheet		76, 77

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
AGR	adjusted gross revenue	7, 15
APH	actual production history	Text
CDP	Crop Disaster Program	Text
CPB	Common Provisions Branch, PECD	208
CRS	Common Receivable System	1, 291, 301-303, 305, 307-311, 313, 322, 512, 513
EFT	electronic funds transfer	1, 255, 283, 292, 294, 322, 333, 335, 510
FFA	Future Farmers of America	6
FLN	Florida Nursery Program	93
GRIP	Group Risk Income Plan	15, 115, 203, 227
GRP	Group Risk Protection	15, 30, 115, 203, 207, 208, 227
KC-PARMO	Kansas City - Production Adjustment Risk Management Office	357
LSK	loose shell kernel	77
NAACP	National Association for the Advancement of Colored People	6
PIK	payment in kind	358
PLM	payment limitation	251
PPH	producer payment history	251, 293, 309, 311, 312, 321-323, 341, 502, 513, 517
SCIMS	Service Center Information Management System	401
SDP	Sugar Beet Disaster Program	Parts 13 and 14

Delegations of Authority

None



## Definitions of Terms Used in This Handbook

### Affected Price for Multiple Market Crops

The affected price for multiple market crops is the COC-determined value of the quality-reduced crop. For multi-market crops, the affected prices are the secondary or tertiary crop table price and the unmarketable price.

### Affected Price for Single Market Crops

The affected price for single market crops is a percent of the primary market price for each quality level.

Level I	75 percent of the Primary Price
Level II	60 percent of the Primary Price
Level III	40 percent of the Primary Price
Level IV	30 percent of the Primary Price
Level V	5 percent of the Primary Price

### Affected Production

Affected production is, for quality loss purposes, the amount of an eligible commodity which has incurred a minimum of a 20 percent loss in quality.

### Appraised Production

Appraised production is production determined by FSA, RMA, FCIC, a company reinsured by FCIC, or other appraiser acceptable to CCC, that was unharvested, but which reflected the crop's yield potential at the time of appraisal.

### Basic Unit

\*--A basic unit is all acreage of the eligible crop, in the administrative county, for the crop year,--\* under either of the following criteria:

- the person has 100 percent crop share
- acreage is owned by 1 person and operated by another person on a share basis.

## Definitions of Terms Used in This Handbook (Continued)

### Crop Year

The crop year for:

- insured and uninsured commodities is the crop year defined according to the applicable crop insurance policy
- noninsurable crops is the year harvest normally begins for the crop

**Note:** The crop year for commodities that could be harvested in either of 2 calendar years will be the year in which the majority of the harvest would normally occur.

- aquaculture and nursery crops shall mean the period from October 1 through the following September 30
- calculation honey losses shall be the period running from January 1 through the following December 31.

### Debt Basis Code

The debt basis code is the code transferred to CRS that identifies the reason for the debt.

### Discrepancy

A discrepancy is any error:

X made by a producer that is found in the crop or producer record

- \*--found on CCC-564 that was certified by a producer **except** if the error was made by a County Office employee, the discrepancy shall not be counted as a discrepancy for the review; provide a description of the error on CCC-466-1, item 15

X Screen MHADSR001, 2001/2002 CDP Spot Check Register, Disc. (discrepancy) column, shall be identified by **Y** for a discrepancy discovery; **N** for no discrepancy found and **E** for Exempt (not required), such as an unaffected employee that is a required spot check; or, when a crop is selected for both years but is not required to be spot checked in both years.--\*

### Harvested Production

Harvested production is all production of the eligible crop from the unit that can be supported by an acceptable record, including, but not limited to, production:

- gathered by hand
- mechanically harvested.

## Definitions of Terms Used in This Handbook (Continued)

### \*--Historic Yield

Historic yield for:

- insured crops is the higher of the crops APH, or the county average yield
- uninsured crops is the county average yield because no 2001/2002 APH exists
- noninsurable crops with an approved 2001/2002 NAP yield is the higher of the approved NAP yield established according to 1-NAP (Rev. 1) or the county average yield
- noninsurable crops with no approved NAP yield, the county average yield
- insured crops which are treated as noninsurable, according to paragraph 30, is the higher of APH or county average yield.--\*

### Insured Crops

Insured crops are those crops covered by crop insurance and the producer purchased either catastrophic or buy-up crop insurance.

### Multiple Cropping

Multiple cropping is the planting of 2 or more different crops on the same acreage for harvest within the same crop year. The specific crops must be approved as eligible multiple-cropping practices and the farm containing the acreage that is planted to multiple crops must have a history of multiple cropping as determined by COC.

### Multiple Market Crops

A multiple market crop is:

- a crop listed on the county crop table having an intended use of fresh, processed, juice, or any combination
- not a value loss crop.

### Multiple-Planted Crops

A multiple-planted crop is a crop planted or prevented from being planted in more than 1 approved planting period in a crop year on different acreage.

### Non-Insurable Crops

Non-insurable crops are those crops for which insurance was not available.

**Definitions of Terms Used in This Handbook (Continued)****Primary Price**

A primary price is the price listed on the county crop table for a particular crop and type corresponding to the intended use with the highest price.

**Repeat Crop**

A repeat crop is a crop planted or prevented from being planted in more than 1 approved planting period in a crop year on the same acreage.

**Salvage Value**

Salvage value is the dollar amount or equivalent received by the producer for the quantity of the commodity that cannot be marketed or sold in any recognized market for the crop.

**Single Market Crops**

A single market crop is:

- a crop that has an intended use on the county crop table other than fresh, processed, or juice, such as seed, hay, grain, dry edible, etc.
- not a value loss crop.

**Unaffected Price**

An unaffected price is the primary market price on the county CDP crop table.

**Uninsured Crops**

Uninsured crops are those crops for which insurance was available, but the producer did not purchase insurance.

**Unmarketable Quality Level Price**

An unmarketable quality level price for quality loss purposes is 5 percent of the primary price.

## Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
MHAD00	Crop Disaster Program Main Menu	178
MHADAC01	Enrollment/Approval Screen	215
MHADIC01	Unit Selection Screen	201
MHADID01	Crop Selection Screen	202
MHADIG01	Value Loss Screen	206
MHADIH01	Load Acres/Production Screen	203
MHADIH1A	Record More Data Questions Screen	204
MHADIH1B	Record Enrollment Date Screen	205
MHADIM01	Crop Selection Screen	202
MHADLC01	Worksheet Selection Screen	217
MHADLH01	Load Unmarketable Production Screen	220
MHADLP00	Load Levels Summary Screen	218
MHADLP01	Level 1 Screen	219
MHADN0	2001/2002 CDP Payment Processing Main Menu	274
MHADNA01	2001/2002 CDP Selection Screen	282
MHADNA02	2001/2002 CDP Cancel Screen	293
MHADNN01	2001/2002 Disaster Payments	283
MHADNS01	2001/2002 CDP Cancel Screen	294
MHADN501	Joint Operation Selection Screen	223
MHADN502	Member Selection Screen	224
MHADO2	2001/2002 CDP Overpayment Processing Menu	305
MHADOE02	2001/2002 CDP Overpayments	308
MHADOF01	2001/2002 CDP Overpayments	309
MHADON01	2001/2002 Overpayment Batch Screen	310
MHADNA02	2001/2002 CDP Cancel Screen	312
MHADRM	Crop Disaster Program Reports Menu	225
MHADS0	2201/2002 CDP Spot Check Menu	134
MHADSA01	Information Screen	136
MHADSB01	Additional Required Producer Screen	135
MHADSC01	Additional Required Prod/Crops Screen	135
MHADSD01	Producer Selection Screen	136
MHADSE01	Spot Check Selection Screen	136
MHADSF01	Spot Check Findings Screen	136
MHADSP01	Random Print Selection Screen	135

## Menu and Screen Index (Continued)

<b>Menu or Screen</b>	<b>Title</b>	<b>Reference</b>
MHADW0	Notice of Loss/Production Application Selection Menu	180
MHADWC01	Unit Selection Screen	182
MHADWD01	Crop Selection Screen	184
MHADWE01	Crop Type Selection Screen	185
MHADWF01	Crop Intended Use Selection Screen	186
MHADWF1A	Insurance Questions Screen	187
MHADWG01	Value Loss Screen	191
MHADWH01	Load Acres/Production Screen	188
MHADWH1A	Record More Data Questions Screen	189
MHADWH1B	Record Enrollment Date Screen	190
MHADWN01	NAP Loss Selection Screen	182
MHAU00	Sugar Beet Disaster Program Main Menu	400
MHAUAC01	Enrollment/Approval Screen	436
MHAUIC01	Unit Selection Screen	426
MHAUIH01	Load Acres/Production Screen	428
MHAUIH1A	Record More Data Questions Screen	429
MHAUIH1B	Record Enrollment Date Screen	430
MHAUIM01	Crop Selection Screen	427
MHAUNO	SDP Payment Processing Main Menu	508
MHAURM	Sugar Beet Disaster Program Reports Menu	445
MHAUW0	Notice of Loss/Production Application Selection Menu	402
MHAUWA01	Producer Selection Screen	401
MHAUWC01	Unit Selection Screen	404
MHAUWF01	Crop Intended Use Selection Screen	406
MHAUWF1A	Insurance Question Screen	407
MHAUWH01	Load Acres/Production Screen	408
MHAUWH1A	Record More Data Questions Screen	409
MHAUWH1B	Record Enrollment Date Screen	410
MHAUWN01	NAP Loss Selection Screen	405
	Producer Selection Screen	179

## Examples for Determining Gross Revenue

### A Introduction

This exhibit provides examples of gross revenue determinations.

**Note:** "Person" determinations for gross revenue purposes also include individuals and entities which do not have farming interests. Therefore, the individuals or entities in these examples do not necessarily have farming interests.

### B Example 1

**Producer with outside interests.** Farmer and rancher A. Bravo's gross receipts from the sale of wheat and cattle were \$50,000. Mr. Bravo also owns 51 percent of A. B. Grain and Seed Co., Inc. The grain and seed business had gross receipts of \$3,000,000 from the sale of owned grain and seed. Mr. Bravo and A. B. Grain and Seed are considered one "person" for program payment limitation and gross revenue purposes.

**Determination.** Less than a majority of Bravo's gross annual revenue was from farming, ranching, and forestry. Therefore, Bravo's qualifying gross revenue is \$3,050,000, the amount from all sources. Since this amount exceeds \$2.5 million, Mr. Bravo is ineligible for disaster assistance.

### C Example 2

**Husband and Wife.** John Doe's gross receipts from farming were \$2,000,000. Jane Doe's receipts from her real estate and insurance business was \$600,000. John and Jane are considered one "person" for program payment limitation and gross revenue purposes.

**Determination.** The majority of the "person's" gross revenue is from farming, ranching, and forestry. Therefore, John's qualifying gross revenue is \$2,000,000, only the amount from farming, ranching, and forestry. This amount is less than \$2.5 million and John is eligible for disaster assistance, if all other requirements are met.

**Examples for Determining Gross Revenue (Continued)**

**D Example 3**

**Sale of real estate.** J. B. Smith's gross receipts from farming including livestock and fish was \$1.98 million. J. B. also sold part of the farm to a developer for \$540,000. The total income and receipts from all sources is \$2.52 million.

**Determination.** The land sale is not considered income from farming, ranching, and forestry operations. The income from J. B.'s farming and ranching operation is \$1.98 million, which is greater than 50 percent of the total income and receipts. The "person's" gross revenue is \$1.98 million and thus, J. B. is eligible for disaster assistance if all other requirements are met.

**E Example 4**

**Sale of real estate and other property.** Producer Giorgio's farm income from grape production is \$1 million. Giorgio also sold part of the vineyard and grape handling equipment for \$1.6 million. The total income and receipts from all sources is \$2.6 million.

**Determination.** The \$1.6 million for the sale of the vineyard and equipment is not considered income from farming, ranching, and forestry operations. The \$1 million Giorgio received from farming is less than 50 percent of the of the "person's" total income and receipts. Therefore, the "person's" gross revenue is the \$2.6 million received from all sources. Giorgio is ineligible for disaster assistance.

**Examples for Determining Gross Revenue (Continued)**

**F Example 5**

**Producer with other agricultural interests and payment for contract work.** Producer B. Mower's income from the production of commodities and livestock in the applicable year is \$2 million. Mower also holds majority interest in Hay King Inc., a custom haying business. Hay King, Inc., had total receipts of \$1 million for services performed.

**Determination.** Mower and Hay King, Inc., are considered one "person" for program payment limitation and gross revenue purposes. The income from custom haying is considered farm income. Therefore, the total gross revenue for the "person" is the total revenue and receipts from Mower and Hay King, Inc., combined for a total of \$3 million. Mower is ineligible for disaster assistance.

**G Example 6**

**Producer with other non-agricultural interests and payment for custom services.** Producer John Jones sold his crop production for \$1.5 million. Jones also received \$100,000 for custom work performed. Jones is also majority stockholder of Jones Furniture, Inc., which had a gross income of \$1.5 million. Jones and the entity are considered one "person" for program payment limitation and gross revenue purposes. The total gross income and receipts for the "person" are \$3.1 million. However, the income received from farming, ranching, and forestry operations, which includes the income from custom work is more than 50 percent of the "person" total income and receipts. Therefore, only that income is considered as the gross revenue. Jones is eligible for disaster assistance if all other requirements are met.



**RMA Regional Offices**

**A RMA Offices**

This table provides the addresses and telephone numbers of the RMA Regional Offices.

<b>Regional Office</b>	<b>Address</b>	<b>Telephone Number</b>
Billings	3490 Gable Road, Suite 100 Billings, MT 59102-7302	406-657-6447
Jackson	8 River Bend Place Jackson, MS 39208	601-965-4771
Oklahoma City	205 NW 63 <sup>rd</sup> Street, Suite 170 Oklahoma City, OK 73116	405-879-2700
Raleigh	4407 Bland Road, Suite 160 Raleigh, NC 27609	919-875-4880
Davis	430 G. Street, #4168 Davis, CA 95616-4168	530-792-5870
Spokane	112 N. University Road, Suite 205 Spokane, WA 99206-5295	509-353-2147
Springfield	3500 W. Wabash, Suite B Springfield, IL 62707	217-241-6600
St. Paul	910 Minn. World Trade Center 30 East Seventh Street St. Paul, MN 55101-4901	651-290-3304
Topeka	3401 S.W. Van Buren Street Topeka, KS 66611	785-266-0248
Valdosta	106 S. Patterson Street, Suite 250 Valdosta, GA 31601	229-219-2200



**COC Recommendation of Multiple Cropping Practice**

County \_\_\_\_\_

	Initial Crop	Intended Use	Second Crop	Intended Use	Subsequent Crop	Intended Use
Crop Name						
Normal Ending Planting Date						
Ending Harvest Date						
Moisture in Inches Required to Produce Crop						
Average County Rainfall for Growing Season						
If average rainfall is not sufficient, is irrigation available?						

County Average Annual Rainfall \_\_\_\_\_

\*--Are there any farms in county with PFC/DCP acres exceeding agricultural use or cropland because of double cropping? Yes \_\_\_ No \_\_\_

If yes:

what percentage of farms in the county? \_\_\_\_\_

what are the contract commodities involved? \_\_\_\_\_

Is the county approved double cropping region for purpose of the PFC/DCP FAV exception?

Yes \_\_\_ No \_\_\_--\*

Submission of this request constitutes COC's certification that the above initial and subsequent crops can be planted on the same acreage in a crop year with reasonable and realistic possibilities of harvesting each crop within the same crop year and repeating the cycle in the immediately succeeding crop year.

(Attach information from Extension Service or other available sources and a copy of COC Minutes with recommendations.)

COC Signature \_\_\_\_\_

Date \_\_\_\_\_

DD Concurrence \_\_\_\_\_

Date \_\_\_\_\_

STC Action:

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

STC Signature \_\_\_\_\_

Date \_\_\_\_\_

Comments:



**COC-ESTABLISHED MAXIMUM LOSS LEVELS  
BASED ON OTHER COUNTY LOSSES**

COUNTY: \_\_\_\_\_

Disaster Year: \_\_\_\_\_

CROP	UNIT OF MEASURE	PRACTICE (IR/NI)	INTENDED USE	STC ESTABLISHED COUNTY YIELD	MAXIMUM LOSS LEVEL (Average County Yield Produced Based on Other County or Area Losses)	PERCENT MAXIMUM LOSS *-1 Minus (Average County Yield Divided by the STC-Established Yield)--*
Cause of Loss:				Date(s) of Occurrence:		
Basis for Determination:						

\_\_\_\_\_  
CED Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
District Director Signature

\_\_\_\_\_  
Date:

**STO Use Below This Line:**

Date Received From COF: \_\_\_\_\_

Date STC Reviewed: \_\_\_\_\_

STC Concurrence:           yes           no

Date Returned to COF: \_\_\_\_\_



**Sample Grade Adjustment Factors**

**A Oats Sample Grade Adjustment Factors**

Use the following sample grade adjustment factors to adjust production for oats.

Sound Oats	Test Weight Range					
	30+	29.9-27.0	26.9-26.0	25.9-23.0	22.9-21.0	20.9-0
88.0-88.9	.55	.55	.55	.36	.30	.30
86.0-87.9	.54	.44	.41	.32	.30	.30
84.0-85.9	.49	.40	.37	.30	.30	.30
82.0-83.9	.45	.36	.33	.30	.30	.30
80.0-81.9	.41	.32	.30	.30	.30	.30
78.0-79.9	.37	.30	.30	.30	.30	.30
76.0-77.9	.33	.30	.30	.30	.30	.30
0-75.9	.30	.30	.30	.30	.30	.30

**B Corn Sample Grade Adjustment Factors**

Use the following sample grade adjustment factors to adjust production for corn.

Damage Kernel Range	Test Weight Range					
	52.0+	51.5-49.0	48.5-46.0	45.5-44.0	43.5-42.0	41.5-0
15.1-16.0	.55	.55	.55	.55	.40	.40
16.1-17.0	.52	.52	.44	.42	.40	.40
17.1+	.40	.40	.40	.40	.40	.40

**Sample Grade Adjustment Factors (Continued)**

**C Sorghum Sample Grade Adjustment Factors**

Use the following sample grade adjustment factors to adjust production for sorghum.

Damage Kernel Range	Test Weight Range						
	53.0+	52.5-51.0	50.5-49.0	48.5-45.0	44.5-41.0	40.5-37.0	36.5-0
15.1-16.0	.65	.65	.65	.55	.51	.47	.40
16.1-19.0	.61	.58	.56	.53	.49	.45	.40
19.1-22.0	.59	.56	.55	.51	.47	.43	.40
21.5-25.0	.57	.55	.53	.49	.45	.41	.40
25.1+	.40	.40	.40	.40	.40	.40	.40

**D Soybean Sample Grade Adjustment Factors**

Use the following sample grade adjustment factors to adjust production for soybeans.

Damage Kernel Range	Test Weight Range								
	52.0+	51.5-49.0	48.5-46.0	45.5-43.0	42.5-40.0	39.5-37.0	36.5-34.0	33.5-31.0	30.5-0
8.1-9.0	.65	.65	.65	.64	.63	.63	.62	.61	.50
9.1-12.0	.63	.62	.62	.61	.61	.60	.60	.59	.50
12.1-15.0	.61	.60	.60	.59	.58	.58	.57	.57	.50
15.1-18.0	.58	.58	.57	.57	.56	.55	.55	.54	.50
18.1-21.0	.56	.55	.55	.54	.54	.53	.52	.52	.50
21.1-24.0	.53	.53	.52	.52	.51	.51	.50	.50	.50
24.1+	.50	.50	.50	.50	.50	.50	.50	.50	.50

**Sample Grade Adjustment Factors (Continued)**

**E Barley Sample Grade Adjustment Factors**

Use the following sample grade adjustment factors to adjust production for barley.

<b>Damage Kernel Range</b>	<b>Test Weight Range</b>							
	<b>43.0+</b>	<b>42.9-40.0</b>	<b>39.9-36.0</b>	<b>36.9-32.0</b>	<b>31.9-28.0</b>	<b>27.9-24.0</b>	<b>23.9-20.0</b>	<b>19.9-0</b>
10.1-12.0	.68	.68	.68	.68	.62	.60	.57	.30
12.1-14.0	.65	.65	.65	.62	.60	.57	.54	.30
14.1-16.0	.60	.60	.60	.58	.55	.52	.50	.30
16.1-18.0	.54	.54	.54	.51	.49	.46	.43	.30
18.1-20.0	.47	.47	.47	.45	.42	.39	.37	.30
20.1-22.0	.41	.41	.41	.38	.36	.33	.30	.30
22.1-24.0	.34	.34	.34	.32	.30	.30	.30	.30
24.1-26.0	.30	.30	.30	.30	.30	.30	.30	.30

**Sample Grade Adjustment Factors (Continued)**

**F Wheat Sample Grade Adjustment Factors**

Use the following sample grade adjustment factors to adjust production for wheat.

Damage Kernel Range	Test Weight Range							
	55.0+	54.9-53.0	52.9-50.0	49.9-47.0	46.9-44.0	43.9-41.0	40.9-38.0	37.9-0
15.1-16.0	.68	.68	.68	.68	.63	.59	.56	.30
16.1-19.0	.67	.67	.67	.64	.60	.57	.53	.30.
19.1-22.0	.65	.65	.65	.61	.58	.54	.51	.30.
22.1-25.0	.62	.62	.62	.59	.56	.52	.49	.30.
25.1-28.0	.60	.60	.60	.57	.53	.50	.46	.30.
28.1-31.0	.58	.58	.58	.54	.51	.48	.44	.30.
31.1-34.0	.55	.55	.55	.52	.49	.45	.42	.30.
34.1-37.0	.53	.53	.53	.50	.46	.43	.39	.30
37.1-40.0	.51	.51	.51	.48	.44	.41	.37	.30.
40.1-43.0	.48	.48	.48	.45	.42	.38	.35	.30.
43.1-46.0	.46	.46	.46	.43	.39	.36	.32	.30.
46.1-49.0	.44	.44	.44	.41	.37	.34	.30	.30
49.1-52.0	.41	.41	.41	.38	.35	.31	.30.	.30.
52.1-55.0	.39	.39	.39	.36	.32	.30	.30.	.30.
55.1-58.0	.37	.37	.37	.34	.30	.30	.30.	.30
58.1-61.0	.34	.34	.34	.31	.30	.30	.30.	.30
61.1-64.0	.32	.32	.32	.30.	.30	.30	.30.	.30
64.1+	.30	.30	.30	.30.	.30	.30	.30.	.30

**G Rice Sample Grade Adjustment Factor**

The sample grade adjustment factor for adjusting production for rice is .20.

## **Sample Grade Adjustment Factors (Continued)**

### **H Unknown Test Weight or Damaged Kernel Percentage**

If the commodity tests "Sample" grade and the test weight or damaged kernel range is unknown or not listed on the applicable chart, use the highest adjustment factor available for each commodity in the tables.

**Example 1:** If the commodity is "Sample Grade" and the test weight and damaged kernel range is unknown use:

- Oats .55
- Corn .55
- Sorghum .65
- Soybean .65
- Barley .68
- Wheat .68.

**Example 2:** Barley tested "Sample Grade".  
The test weight is 25.0.  
The damaged kernel range is unknown.

Use a factor of .60, which is the highest factor available on the chart for Sample grade barley with a test weight of 25.0.



**Average Discount for Cotton Quality Adjustments**

**A Cotton Average Discount for 2001 Applicants**

This table contains the cotton 5-year (1996-2000) average discount per pound for each AMS cotton classing office. This information shall be used to determine the "adjusted" county average loan rate.

	<b>Florence, SC (03)</b>	<b>Macon, GA (07)</b>	<b>Birmingham, AL (13)</b>	<b>Rayville, LA (28)</b>	<b>Dumas, AR (30)</b>	<b>Hayti, MO (35)</b>	<b>Memphis, TN (40)</b>
<b>2000</b>	-0.010427	-0.018571	-0.023219	-0.023924	-0.018689		-0.005638
<b>1999</b>	-0.009876	-0.021963	-0.021819	-0.011494	-0.006416		-0.011854
<b>1998</b>	-0.0116	-0.025407	-0.023054	-0.032553	-0.011972	-0.026179	-0.017428
<b>1997</b>	-0.012039	-0.026794	-0.005791	0.002687	0.004123	0.003821	0.001673
<b>1996</b>	0.005055	-0.013377	-0.00095	-0.01627	-0.001981	0.001069	0.00307
<b>Average</b>	-0.0077774	-0.0212224	-0.0149666	-0.0163108	-0.006987		-0.0060354

	<b>Abilene, TX (50)</b>	<b>Corpus Christi, TX (60)</b>	<b>Lubbock, TX (70)</b>	<b>Lamesa, TX (72)</b>	<b>Phoenix, AZ (86)</b>	<b>Visalia, CA (96)</b>
<b>2000</b>	-0.054104	-0.019548	-0.072433	-0.051026	-0.005269	0.025035
<b>1999</b>	-0.024968	-0.021826	-0.02501	-0.015314	0.00016	0.024791
<b>1998</b>	-0.018637	-0.027551	-0.022075	-0.009794	0.002197	0.0106
<b>1997</b>	-0.014144	-0.006195	-0.022038	-0.003325	-0.004867	0.021981
<b>1996</b>	-0.028093	-0.047422	-0.014547	-0.007716	0.000785	0.017565
<b>Average</b>	-0.0279892	-0.0245084	-0.0312206	-0.017435	-0.0013988	0.0199944

**Note:** Using a 5-year average, the Visalia, CA classing office has a positive discount.

**Average Discount for Cotton Quality Adjustments (Continued)**

**B Cotton Average Discount for 2002 Applicants**

This table contains the cotton 5-year (1997-2001) average discount per pound for each AMS cotton classing office. This information shall be used to determine the "adjusted" county average loan rate.

	<b>Florence, SC (03)</b>	<b>Macon, GA (07)</b>	<b>Birmingham, AL (13)</b>	<b>Rayville, LA (28)</b>	<b>Dumas, AR (30)</b>	<b>Hayti, MO (35)</b>	<b>Memphis, TN (40)</b>
<b>2001</b>	0.000159	-0.004313	-0.004128	-0.037014	-0.028202		-0.017784
<b>2000</b>	-0.010427	-0.018571	-0.023219	-0.023924	-0.018689		-0.005638
<b>1999</b>	-0.009876	-0.021963	-0.021819	-0.011494	-0.006416		-0.011854
<b>1998</b>	-0.0116	-0.025407	-0.023054	-0.032553	-0.011972	-0.026179	-0.017428
<b>1997</b>	-0.012039	-0.026794	-0.005791	0.002687	0.004123	0.003821	0.001673
<b>Average</b>	-0.0087566	-0.0194096	-0.0156022	-0.0204596	-0.0122312		-0.0102062

	<b>Abilene, TX (50)</b>	<b>Corpus Christi, TX (60)</b>	<b>Lubbock, TX (70)</b>	<b>Lamesa, TX (72)</b>	<b>Phoenix, AZ (86)</b>	<b>Visalia, CA (96)</b>
<b>2001</b>	-0.03894	-0.017562	-0.023095	-0.01862	-0.008081	0.032102
<b>2000</b>	-0.054104	-0.019548	-0.072433	-0.051026	-0.005269	0.025035
<b>1999</b>	-0.024968	-0.021826	-0.02501	-0.015314	0.00016	0.024791
<b>1998</b>	-0.018637	-0.027551	-0.022075	-0.009794	0.002197	0.0106
<b>1997</b>	-0.014144	-0.006195	-0.022038	-0.003325	-0.004867	0.021981
<b>Average</b>	-0.0301586	-0.0185364	-0.0329302	-0.0196158	-0.003172	0.0229018

**Note:** Using a 5-year average, the Visalia, CA classing office has a positive discount.

**Cotton Classing Offices and Counties Served**

**A Abilene, Texas Classing Office**

24 Windmill Circle  
Abilene, TX 79606  
Telephone: 915-690-9378  
FAX: 915-690-1659  
Area Director: John C. Fox

Serving the following counties in Texas:

Baylor	Foard	Lamar	Scurry
Brazos	Glasscock	Martin <u>2/</u>	Taylor
Burleson	Hardeman	McCulloch	Throckmorton
Caldwell	Haskell	McLennan	Tom Green
Clay	Hill	Midland	Upton
Collin	Houston	Milam	Walker
Collingsworth	Howard <u>1/</u>	Mitchell	Wichita
Concho	Hunt	Navarro	Wilbarger
Ellis	Jones	Nolan	Williamson
Falls	Kent	Robertson	Young
Fisher	Knox	Runnels	

1/ Four gins in Abilene territory; 1 gin in Lamesa territory.

2/ Four gins in Abilene territory; 4 gins in Lamesa territory.

Serving all counties in Oklahoma and Kansas.

**B Birmingham, Alabama Classing Office**

100 Cahaba Valley Parkway West  
Pelham, AL 35124  
Telephone: 205-985-4245  
FAX: 205-985-7248  
Area Director: Noah Bell

Serving all counties in Alabama. Also serving all Florida counties west of the Chattahoochee River, except Jackson County.

**Cotton Classing Offices and Counties Served (Continued)**

**C Corpus Christi, Texas Classing Office**

3545 Twin River Blvd.  
Corpus Christi, TX 78410  
Telephone: 361-241-4001  
FAX: 361-241-0133  
Area Director: Theodore J. Proske

Serving the following counties in Texas:

Brazoria	Harris	Medina	Wharton
Calhoun	Hidalgo	Nueces	Willacy
Cameron	Jackson	Refugio	Zavala <u>1/</u>
Fort Bend	Kleberg	San Patricio	
Galveston <u>2/</u>	Matagorda	Starr	

1/ Upland cotton only.

2/ Warehouse only.

**Cotton Classing Offices and Counties Served (Continued)**

**D Dumas, Arkansas Classing Office**

HC66, Box 21  
Dumas, AR 71639

**OR**

996 Highway 65 South  
Dumas, AR 71639  
Telephone: 870-382-5328  
FAX: 870-382-5347  
Area Director: Larry Creed

Serving the following counties in Arkansas:

Woodruff	Desha	Lincoln	Phillips <u>2/</u>
Ashley	Drew	Lonoke	
Chicot	Jefferson <u>1/</u>	Monroe	

1/ Seven gins in Dumas territory; 1 gin in Memphis territory.

2/ Two gins in Dumas territory; 4 gins in Memphis territory.

Serving the following counties in Mississippi:

Bolivar	Holmes	Panola <u>2/</u>	Tallahatchie
Calhoun <u>1/</u>	Humphreys	Pontotoc <u>3/</u>	Tunica
Carroll	Issaquena	Quitman	Warren
Chickasaw	Leflore	Rankin	Washington
Coahoma	Madison	Sharkey	Webster
Grenada	Montgomery	Sunflower	Yalobusha
			Yazoo

1/ Two gins in Dumas territory; 1 gin in Memphis territory.

2/ One gin in Dumas territory; 2 gins in Memphis territory.

3/ One gin in Dumas territory; 1 gin in Memphis territory.

**Cotton Classing Offices and Counties Served (Continued)**

**E Florence, South Carolina Classing Office**

1725 Range Way  
Florence, SC 29501  
Telephone: 843-667-4381  
FAX: 843-669-4247  
Area Director: Mark A. Hudson

Serving all counties in North Carolina, South Carolina, and Virginia.

**F Lamesa, Texas Classing Office**

906 North Elgin Street  
Lamesa, TX 79331-4756  
Telephone: 806-872-8870  
FAX: 806-872-6369  
Area Director: Allen Wells

Serving the following counties in Texas:

Borden	Gaines <u>1/</u>	Martin <u>4/</u>	Terry <u>6/</u>
Culberson	Howard <u>2/</u>	Pecos	Yoakum <u>7/</u>
Dawson	Lynn <u>3/</u>	Reeves <u>5/</u>	

1/ Seven gins in Lamesa territory; 4 gins in Lubbock territory.

2/ One gin in Lamesa territory; 4 gins in Abilene territory.

3/ Four gins in Lamesa territory; 6 gins in Lubbock territory.

4/ Three gins in Lamesa territory; 4 gins in Abilene territory.

5/ Upland cotton only.

6/ One gin in Lamesa territory; 9 gins in Lubbock territory.

7/ Two gins in Lamesa territory; 3 gins in Lubbock territory.

**Cotton Classing Offices and Counties Served (Continued)**

**G Lubbock, Texas Classing Office**

4316 Ironton  
Lubbock, TX 79407  
Telephone: 806-472-7620  
FAX: 806-472-7629  
Area Director: Wendell H. Wilbanks

Serving the following counties in Texas:

Bailey	Crosby	Garza	Lynn <u>2/</u>
Briscoe	Deaf Smith	Hale	Motley
Castro	Dickens	Hall	Parmer
Childress	Donley	Hockley	Swisher
Cochran	Floyd	Lamb	Terry <u>3/</u>
Cottle	Gaines <u>1/</u>	Lubbock	Yoakum <u>4/</u>

Also serving Quay County in New Mexico.

1/ Four gins in Lubbock territory; 7 gins in Lamesa territory.

2/ Six gins in Lubbock territory; 4 gins in Lamesa territory.

3/ Nine gins in Lubbock territory; 1 gin in Lamesa territory.

4/ Three gins in Lubbock territory; 2 gins in Lamesa territory.

**H Macon, Georgia Classing Office**

1100 Parkway Drive  
Macon, GA 31220  
Telephone: 478-474-2831  
FAX: 478-474-9917  
Area Director: Charles Dubose

Serving all counties in Georgia. Also serving all Florida counties east of the Chattahoochee River as well as Jackson County.

**Cotton Classing Offices and Counties Served (Continued)**

**I Memphis, Tennessee Classing Office**

3275 Appling Road  
Memphis, TN 38133  
Telephone: 901-384-3025  
FAX: 901-384-3037  
Area Director: Angela Hooper

Serving all counties in Tennessee and Missouri.

Serving the following counties in Arkansas:

Clay	Cross	Lee	Poinsett
Craighead	Greene	Mississippi	St. Francis
Crittenden	Jefferson <u>1/</u>	Phillips <u>2/</u>	

1/ One gin in Memphis territory; 7 gins in Dumas territory.

2/ Four gins in Memphis territory; 2 gins in Dumas territory.

Also serving the following counties in Mississippi:

Benton	Lee	Tate
Calhoun <u>1/</u>	Monroe	Tippah
Desoto	Panola <u>2/</u>	
Lafayette	Pontotoc <u>3/</u>	

1/ One gin in Memphis territory; 2 gins in Dumas territory.

2/ Two gins in Memphis territory; 1 gin in Dumas territory.

3/ One gin in Memphis territory; 1 gin in Dumas territory.

**Cotton Classing Offices and Counties Served (Continued)**

**J Phoenix, Arizona Classing Office**

2507 East Chambers Street  
Phoenix, AZ 85040-3640  
Telephone: 602-379-3414  
FAX: 602-379-4386  
Area Director: Vernon Burkholder

Serving the following counties in Arizona:

Cochise	La Paz	Mohave	Pinal
Graham	Maricopa	Pima	Yuma

Serving the following counties in California:

Imperial	Riverside
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Serving the following counties in New Mexico:

Chavez	Dona Ana	Eddy	Luna
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Serving the following counties in Texas:

El Paso	Reeves <u>1/</u>	Zavala <u>1/</u>
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1/ Pima cotton only.

**Cotton Classing Offices and Counties Served (Continued)**

**K Rayville, Louisiana Classing Office**

161 Industrial Loop  
Rayville, LA 71269  
Telephone: 318-728-6418  
FAX: 318-728-6547  
Area Director: Terry D. Sims

Serving all parishes in Louisiana.

Serving Lafayette County in Arkansas.

Serving the following counties in Mississippi:

Hinds	Jefferson	Warren
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**L Visalia, California Classing Office**

7100 West Sunnyview Avenue  
Visalia, CA 93291  
Telephone: 559-651-3015  
FAX: 559-651-0752  
Area Director: Jerry F. Ward

Serving the following counties in California:

Colusa	Kern	Madera	Sutter
Fresno	Kings	Merced	Tulare

**RMA Compliance Field Offices**

<b>Compliance Field Offices</b>	<b>Directors</b>	<b>Addresses</b>
<b>Dallas</b> 214-767-7700 FAX: 214-767-7721	<b>Billy Pryor</b>	1111 West Mockingbird Lane Suite 280 Dallas, TX 75247
<b>Indianapolis</b> 317-290-3050 FAX: 317-290-3065	<b>Ronie Griffin</b>	Corporate Center 6905 Corp. Circle Indianapolis, IN 46278
<b>Kansas City</b> 816-926-7963 FAX: 816-926-5186	<b>Alvin Gilmore</b>	6501 Beacon Drive Kansas City, MO 64133
<b>Raleigh</b> 919-875-4930 FAX: 919-875-4928	<b>Johnnie Perdue</b>	4407 Bland Road Suite 280 Raleigh, NC 27609
<b>Davis</b> 530-792-5850 FAX: 530-792-5865	<b>Susan Choy</b>	430 G Street # 4167 Davis, CA 95616-4167
<b>St. Paul</b> 612-725-3730 FAX: 612-725-3735	<b>Mark Huber</b>	3440 Federal Drive Suite 200 Eagan, MN 55122-1301

<b>Dallas</b>	<b>Indianapolis</b>	<b>Kansas City</b>	<b>Raleigh</b>	<b>Davis</b>	<b>St. Paul</b>
Arkansas	Illinois	Colorado	Alabama	Alaska	Iowa
Kentucky	Indiana	Kansas	Connecticut	Arizona	Minnesota
Louisiana	Michigan	Missouri	Delaware	California	Montana
Mississippi	Ohio	Nebraska	Florida	Hawaii	North Dakota
New Mexico			Georgia	Idaho	South Dakota
Oklahoma			Maine	Nevada	Wisconsin
Tennessee			Maryland	Oregon	Wyoming
Texas			Massachusetts	Utah	
			New Hampshire	Washington	
			New Jersey		
			New York		
			North Carolina		
			Pennsylvania		
			Puerto Rico		
			Rhode Island		
			South Carolina		
			Vermont		
			Virginia		
			West Virginia		



**\*--Required County Spot Checks**

State Code	County Code	State Name	County Name	Insured	Uninsured	Noninsured	Total
01	019	ALABAMA	CHEROKEE	113	3	15	131
01	053	ALABAMA	ESCAMBIA	208	13	35	256
01	067	ALABAMA	HENRY	133	8	7	148
01	083	ALABAMA	LIMESTONE	235	2	4	241
01	089	ALABAMA	MADISON	127	7	11	145
02	001	ALASKA	FAIRBANKS	2	0	0	2
02	002	ALASKA	DELTA	0	2	0	2
02	005	ALASKA	PALMER	0	10	0	10
04	003	ARIZONA	COCHISE	10	25	4	39
04	009	ARIZONA	GRAHAM	25	2	0	27
04	013	ARIZONA	MARICOPA	40	1	2	43
04	021	ARIZONA	PINAL	133	11	7	151
04	025	ARIZONA	YAVAPAI	0	1	0	1
05	003	ARKANSAS	ASHLEY	144	1	19	164
05	017	ARKANSAS	CHICOT	204	4	20	228
05	021	ARKANSAS	CLAY	119	2	12	133
05	049	ARKANSAS	FULTON	0	156	0	156
05	137	ARKANSAS	STONE	0	165	0	165
06	019	CALIFORNIA	FRESNO	250	25	27	302
06	021	CALIFORNIA	GLENN	47	76	4	127
06	101	CALIFORNIA	SUTTER	217	26	4	247
06	107	CALIFORNIA	TULARE	75	75	22	172
06	111	CALIFORNIA	VENTURA	135	9	115	259
08	009	COLORADO	BACA	593	147	89	829
08	063	COLORADO	KIT CARSON	785	49	38	872
08	095	COLORADO	PHILLIPS	825	151	37	1013
08	123	COLORADO	WELD	331	223	206	760
08	125	COLORADO	YUMA	634	90	53	777
09	003	CONNECTICUT	HARTFORD	20	50	12	82
09	007	CONNECTICUT	MIDDLESEX	0	5	0	5
09	009	CONNECTICUT	NEW HAVEN	6	19	3	28
09	013	CONNECTICUT	TOLLAND	10	1	0	11
09	015	CONNECTICUT	WINDHAM	5	6	0	11

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**\*--Required County Spot Checks (Continued)**

State Code	County Code	State Name	County Name	Insured	Uninsured	Noninsured	Total
10	001	DELAWARE	KENT	133	0	23	156
10	003	DELAWARE	NEW CASTLE	47	0	8	55
10	005	DELAWARE	SUSSEX	196	0	50	246
12	001	FLORIDA	ALACHUA	10	44	2	56
12	025	FLORIDA	DADE	59	117	41	217
12	075	FLORIDA	LEVY	117	31	4	152
12	083	FLORIDA	MARION	10	70	1	81
12	119	FLORIDA	SUMTER	0	162	0	162
13	031	GEORGIA	BULLOCH	164	8	2	174
13	069	GEORGIA	COFFEE	122	15	5	142
13	071	GEORGIA	COLQUITT	134	20	40	194
13	087	GEORGIA	DECATUR	99	34	5	138
13	091	GEORGIA	DODGE	85	38	5	128
13	155	GEORGIA	IRWIN	140	14	5	159
13	205	GEORGIA	MITCHELL	156	22	17	195
13	315	GEORGIA	WILCOX	102	53	6	161
15	007	HAWAII	KAUAI	0	3	0	3
15	009	HAWAII	MAUI	0	17	0	17
16	019	IDAHO	BONNEVILLE	18	30	20	68
16	049	IDAHO	IDAHO	140	40	4	184
16	061	IDAHO	LEWIS	108	151	6	265
16	069	IDAHO	NEZ PERCE	52	22	4	78
16	077	IDAHO	POWER	86	11	20	117
17	049	ILLINOIS	EFFINGHAM	463	2	34	499
17	065	ILLINOIS	HAMILTON	326	0	65	391
17	079	ILLINOIS	JASPER	386	1	11	398
17	099	ILLINOIS	LA SALLE	440	0	6	446
17	105	ILLINOIS	LIVINGSTON	438	0	8	446
18	005	INDIANA	BARTHOLOMEW	202	2	24	228
18	027	INDIANA	DAVISS	244	3	28	275
18	075	INDIANA	JAY	254	7	134	395
18	153	INDIANA	SULLIVAN	260	2	6	268
18	177	INDIANA	WAYNE	245	2	34	281
19	041	IOWA	CLAY	559	1	25	585
19	071	IOWA	FREMONT	741	6	30	777
19	101	IOWA	JEFFERSON	599	0	3	602
19	107	IOWA	KEOKUK	546	0	10	556
19	147	IOWA	PALO ALTO	439	2	13	454

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**\*--Required County Spot Checks (Continued)**

State Code	County Code	State Name	County Name	Insured	Uninsured	Noninsured	Total
20	009	KANSAS	BARTON	1151	174	117	1442
20	057	KANSAS	FORD	934	31	187	1152
20	165	KANSAS	RUSH	1038	112	99	1249
20	193	KANSAS	THOMAS	1222	10	136	1368
20	201	KANSAS	WASHINGTON	837	11	126	974
21	035	KENTUCKY	CALLOWAY	63	31	0	94
21	047	KENTUCKY	CHRISTIAN	143	4	4	151
21	069	KENTUCKY	FLEMING	53	114	20	187
21	211	KENTUCKY	SHELBY	42	4	30	76
21	233	KENTUCKY	WEBSTER	67	6	25	98
22	009	LOUISIANA	AVOUELLES	204	0	51	255
22	025	LOUISIANA	CATAHOULA	147	0	12	159
22	029	LOUISIANA	CONCORDIA	265	1	23	289
22	107	LOUISIANA	TENSAS	141	7	5	153
22	123	LOUISIANA	WEST CARROLL	163	1	45	209
23	003	MAINE	AROOSTOOK	31	0	0	31
23	009	MAINE	HANCOCK	18	5	11	34
23	019	MAINE	PENOBSCOT	6	12	4	22
23	021	MAINE	PISCATAQUIS	4	18	1	23
23	125	MAINE	SOMERSET	0	10	0	10
24	011	MARYLAND	CAROLINE	152	12	67	231
24	021	MARYLAND	FREDERICK	228	84	21	333
24	029	MARYLAND	KENT	138	0	24	162
24	035	MARYLAND	QUEEN ANNES	167	17	48	232
24	041	MARYLAND	TALBOT	108	1	68	177
25	001	MASSACHUSETTS	BARNSTABLE	24	1	2	27
25	011	MASSACHUSETTS	FRANKLIN	14	22	2	38
25	015	MASSACHUSETTS	HAMPSHIRE	11	35	4	50
25	017	MASSACHUSETTS	MIDDLESEX	13	19	5	37
25	023	MASSACHUSETTS	PLYMOUTH	117	13	31	161
26	063	MICHIGAN	HURON	415	22	220	657
26	117	MICHIGAN	MONTCALM	162	7	18	187
26	145	MICHIGAN	SAGINAW	446	5	55	506
26	151	MICHIGAN	SANILAC	289	5	71	365
26	157	MICHIGAN	TUSCOLA	207	16	243	466

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\*--Required County Spot Checks (Continued)

State Code	County Code	State Name	County Name	Insured	Uninsured	Noninsured	Total
27	043	MINNESOTA	FARIBAULT	515	0	3	518
27	063	MINNESOTA	JACKSON	523	0	0	523
27	089	MINNESOTA	MARSHALL	936	9	12	957
27	105	MINNESOTA	NOBLES	629	0	0	629
27	145	MINNESOTA	STEARNS	639	2	61	702
28	011	MISSISSIPPI	BOLIVAR	277	48	15	340
28	083	MISSISSIPPI	LEFLORE	211	1	36	248
28	119	MISSISSIPPI	QUITMAN	142	5	17	164
28	133	MISSISSIPPI	SUNFLOWER	215	1	22	238
28	151	MISSISSIPPI	WASHINGTON	119	7	12	138
29	005	MISSOURI	ATCHISON	555	1	34	590
29	045	MISSOURI	CLARK	499	0	5	504
29	147	MISSOURI	NODAWAY	332	2	46	380
29	159	MISSOURI	PETTIS	325	4	13	342
29	195	MISSOURI	SALINE	320	0	9	329
30	041	MONTANA	HILL	915	78	101	1094
30	051	MONTANA	LIBERTY	583	59	53	695
30	091	MONTANA	SHERIDAN	464	40	9	513
30	099	MONTANA	TETON	600	94	46	740
30	101	MONTANA	TOOLE	476	58	111	645
31	025	NEBRASKA	CASS	827	116	115	1058
31	033	NEBRASKA	CHEYENNE	976	67	70	1113
31	109	NEBRASKA	LANCASTER	909	36	121	1066
31	131	NEBRASKA	OTOE	1040	24	231	1295
31	151	NEBRASKA	SALINE	973	7	120	1100
32	011	NEVADA	EUREKA	0	16	0	16
32	019	NEVADA	LYON	0	16	21	37
32	023	NEVADA	NYE	0	14	1	15
32	027	NEVADA	PERSHING	16	7	12	35
33	033	NEVADA	WHITE PINE	0	16	1	17
33	003	NEW HAMPSHIRE	CARROLL	1	1	0	2
33	005	NEW HAMPSHIRE	CHESHIRE	2	0	0	2
33	007	NEW HAMPSHIRE	COOS	2	5	2	9
33	009	NEW HAMPSHIRE	GRAFTON	11	41	0	52
33	019	NEW HAMPSHIRE	SULLIVAN	1	0	1	2

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**\*--Required County Spot Checks (Continued)**

State Code	County Code	State Name	County Name	Insured	Uninsured	Noninsured	Total
34	005	NEW JERSEY	BURLINGTON	33	12	13	58
34	011	NEW JERSEY	CUMBERLAND	29	11	8	48
34	019	NEW JERSEY	HUNTERDON	20	0	0	20
34	025	NEW JERSEY	MONMOUTH	14	8	4	26
34	041	NEW JERSEY	WARREN	33	18	8	59
35	015	NEW MEXICO	EDDY	5	31	21	57
35	037	NEW MEXICO	QUAY	117	94	14	225
35	041	NEW MEXICO	ROOSEVELT	143	34	12	189
35	045	NEW MEXICO	SAN JUAN	2	44	0	46
35	055	NEW MEXICO	TAOS	0	176	1	177
36	013	NEW YORK	CHAUTAUQUA	67	1	23	91
36	063	NEW YORK	NIAGARA	34	27	11	72
36	069	NEW YORK	ONTARIO	62	3	24	89
36	115	NEW YORK	WASHINGTON	35	29	13	77
36	117	NEW YORK	WAYNE	44	9	14	67
37	047	NORTH CAROLINA	COLUMBUS	319	5	16	340
37	117	NORTH CAROLINA	MARTIN	302	8	35	345
37	131	NORTH CAROLINA	NORTHAMPTON	263	1	124	388
37	155	NORTH CAROLINA	ROBESON	276	10	43	329
37	191	NORTH CAROLINA	WAYNE	282	37	18	337
38	009	NORTH DAKOTA	BOTTINEAU	1348	19	30	1397
38	055	NORTH DAKOTA	MCLEAN	1316	9	50	1375
38	061	NORTH DAKOTA	MOUNTRAIL	997	3	67	1067
38	093	NORTH DAKOTA	STUTSMAN	1101	24	39	1164
38	101	NORTH DAKOTA	WARD	1298	2	59	1359
39	011	OHIO	AUGLAIZE	314	8	290	612
39	037	OHIO	DARKE	483	1	278	762
39	063	OHIO	HANCOCK	308	2	518	828
39	107	OHIO	MERCER	536	5	326	867
39	109	OHIO	MIAMI	214	0	206	420

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**\*--Required County Spot Checks (Continued)**

State Code	County Code	State Name	County Name	Insured	Uninsured	Noninsured	Total
40	003	OKLAHOMA	ALFALFA	577	5	68	650
40	007	OKLAHOMA	BEAVER	499	61	77	637
40	053	OKLAHOMA	GRANT	901	56	44	1001
40	139	OKLAHOMA	TEXAS	853	27	68	948
40	141	OKLAHOMA	TILLMAN	701	33	15	749
41	021	OREGON	GILLIAM	134	2	12	148
41	025	OREGON	HARNEY	0	117	1	118
41	045	OREGON	MALHEUR	8	39	23	70
41	061	OREGON	UNION	31	49	7	87
41	063	OREGON	WALLOWA	30	56	7	93
42	001	PENNSYLVANIA	ADAMS	233	7	9	249
42	011	PENNSYLVANIA	BERKS	329	4	29	362
42	041	PENNSYLVANIA	CUMBERLAND	241	5	13	259
42	055	PENNSYLVANIA	FRANKLIN	295	0	12	307
42	071	PENNSYLVANIA	LANCASTER	245	2	36	283
44	001	RHODE ISLAND	BRISTOL	0	1	0	1
44	003	RHODE ISLAND	KENT	0	2	1	3
44	005	RHODE ISLAND	NEWPORT	1	3	1	5
44	007	RHODE ISLAND	PROVIDENCE	4	6	3	13
44	009	RHODE ISLAND	WASHINGTON	1	0	0	1
45	031	SOUTH CAROLINA	DARLINGTON	117	8	14	139
45	033	SOUTH CAROLINA	DILLON	121	4	37	162
45	041	SOUTH CAROLINA	FLORENCE	158	8	12	178
45	051	SOUTH CAROLINA	HORRY	228	8	2	238
45	085	SOUTH CAROLINA	SUMTER	86	5	17	108
46	005	SOUTH DAKOTA	BEADLE	546	91	138	775
46	009	SOUTH DAKOTA	BON HOMME	604	6	159	769
46	013	SOUTH DAKOTA	BROWN	832	68	84	984
46	067	SOUTH DAKOTA	HUTCHINSON	846	2	24	872
46	115	SOUTH DAKOTA	SPINK	722	77	63	862

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**\*--Required County Spot Checks (Continued)**

<b>State Code</b>	<b>County Code</b>	<b>State Name</b>	<b>County Name</b>	<b>Insured</b>	<b>Uninsured</b>	<b>Noninsured</b>	<b>Total</b>
47	033	TENNESSEE	CROCKETT	38	1	12	51
47	051	TENNESSEE	FRANKLIN	85	3	7	95
47	053	TENNESSEE	GIBSON	43	2	5	50
47	103	TENNESSEE	LINCOLN	44	12	2	58
47	167	TENNESSEE	TIPTON	59	3	10	72
48	017	TEXAS	BAILEY	529	32	45	606
48	061	TEXAS	CAMERON	692	2	8	702
48	153	TEXAS	FLOYD	1013	26	26	1065
48	227	TEXAS	HOWARD	787	11	15	813
48	253	TEXAS	JONES	925	20	13	958
48	317	TEXAS	MARTIN	1260	0	2	1262
48	355	TEXAS	NUECES	767	0	1	768
48	357	TEXAS	OCHILTREE	883	2	55	940
48	369	TEXAS	PARMER	553	4	73	630
48	415	TEXAS	SCURRY	424	78	12	514
48	437	TEXAS	SWISHER	656	76	77	809
48	445	TEXAS	TERRY	1421	71	35	1527
49	005	UTAH	CACHE	29	58	99	186
49	013	UTAH	DUCHESNE	0	138	21	159
49	015	UTAH	EMERY	0	93	0	93
49	027	UTAH	MILLARD	0	109	34	143
49	039	UTAH	SANPETE	0	161	23	184
50	001	VERMONT	ADDISON	45	175	22	242
50	007	VERMONT	CHITTENDEN	11	34	2	47
50	017	VERMONT	ORANGE	4	16	1	21
50	019	VERMONT	ORLEANS	21	106	18	145
50	023	VERMONT	WASHINGTON	2	16	1	19
51	001	VIRGINIA	ACCOMACK	73	12	4	89
51	011	VIRGINIA	APPOMATTOX	26	133	2	161
51	031	VIRGINIA	CAMPBELL	22	121	4	147
51	083	VIRGINIA	HALIFAX	85	50	9	144
51	147	VIRGINIA	PRINCE EDWARD	15	35	1	51

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\*--Required County Spot Checks (Continued)

State Code	County Code	State Name	County Name	Insured	Uninsured	Noninsured	Total
53	001	WASHINGTON	ADAMS	284	11	56	351
53	043	WASHINGTON	LINCOLN	241	41	46	328
53	047	WASHINGTON	OKANOGAN	102	72	91	265
53	075	WASHINGTON	WHITMAN	253	3	3	259
53	077	WASHINGTON	YAKIMA	163	52	120	335
54	003	WEST VIRGINIA	BERKELEY	14	1	0	15
54	031	WEST VIRGINIA	HARDY	21	1	0	22
54	037	WEST VIRGINIA	JEFFERSON	14	0	0	14
54	053	WEST VIRGINIA	MASON	8	0	0	8
54	055	WEST VIRGINIA	MERCER	0	7	0	7
55	025	WISCONSIN	DANE	224	2	8	234
55	045	WISCONSIN	GREEN	358	0	65	423
55	073	WISCONSIN	MARATHON	81	297	9	387
55	081	WISCONSIN	MONROE	83	4	204	291
55	115	WISCONSIN	SHAWANO	229	5	8	242
56	003	WYOMING	BIG HORN	125	20	48	193
56	005	WYOMING	CAMPBELL	121	130	60	311
56	011	WYOMING	CROOK	113	159	103	375
56	013	WYOMING	FREMONT	28	130	39	197
56	029	WYOMING	PARK	60	4	2	66
72	001	PUERTO RICO	ADJUNTAS	0	34	0	34
72	013	PUERTO RICO	ARECIBO	0	2	0	2
72	025	PUERTO RICO	CAGUAS	0	62	3	65
72	097	PUERTO RICO	MAYAGUEZ	0	75	13	88
72	141	PUERTO RICO	UTUADO	0	93	0	93

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**FCIC Practice Code Conversions**

The following table provides the conversion of RMA practice codes and definitions to FSA practices. The following abbreviations are used in the table:

- FAC - following another crop
- NFAC - not following another crop
- IBR - inter-tilled between rows
- NIBR - not inter-tilled between rows.

<b>RMA Practice Code</b>	<b>RMA Practice Name</b>	<b>Converted FSA Practice</b>
002	Irrigated	Irrigated
003	Non-Irrigated	Non-Irrigated
004	FAC, Continuous Crop	Non-Irrigated
005	NFAC, Summerfallow	Non-Irrigated
006	Water Fallow	Non-Irrigated
007	Inground	Irrigated
008	Container	Irrigated
010	Irrigated Without Cover Crop	Irrigated
011	Non-Irr. Without Cover Crop	Non-Irrigated
012	Irrigated With Cover Crop	Irrigated
012	Spring	Non-Irrigated
013	Non-Irr. With Cover Crop	Non-Irrigated
014	FAC-Non-Irrigated	Non-Irrigated
015	NFAC-Non-Irrigated	Non-Irrigated
019	FAC	Non-Irrigated

**FCIC Practice Code Conversions (Continued)**

<b>RMA Practice Code</b>	<b>RMA Practice Name</b>	<b>Converted FSA Practice</b>
022	Fall	Non-Irrigated
026	Irrigated-Spring	Irrigated
027	Irrigated-Fall	Irrigated
032	Irrigated-Tray Dried	Irrigated
036	Non-Irr.- Spring	Non-Irrigated
037	Non-Irr - Fall	Non-Irrigated
042	Irrigated - Natural	Irrigated
043	FAC- Non-Irrigated	Non-Irrigated
053	NFAC- Non-Irrigated	Non-Irrigated
061	Transplanted-Hand Harvest	Non-Irrigated
062	Transplanted-Machine Harvest	Non-Irrigated
063	Direct Seeded-Hand Harvest	Non-Irrigated
064	Direct Seeded-Machine Harvest	Non-Irrigated
065	Transpltd-Hand Harvest-Irr.	Irrigated
066	Transpltd-Machine Harvest-Irr	Irrigated
067	Direct Seeded-Hand Harvest-Irr	Irrigated
068	Direct Seed-Machine Harvest-Irr	Irrigated
069	Transpltd-Hand Harvest-Non-Irr	Non-Irrigated

FCIC Practice Code Conversions (Continued)

<b>RMA Practice Code</b>	<b>RMA Practice Name</b>	<b>Converted FSA Practice</b>
070	Transpltd-Machine Harvest-Non-Irr	Non-Irrigated
071	Direct Seed-Hand Harvest-Non-Irr	Non-Irrigated
072	Direct Seed-Machine Harvest-Non-Irr	Non-Irrigated
080	Fall Seeded	Non-Irrigated
082	Fall Seeded-Irrigated	Irrigated
085	NIBR-Irrigated	Irrigated
086	NIBR-Non-Irrigated	Non-Irrigated
088	FAC/IBR-Non-Irrigated	Non-Irrigated
089	FAC/NIBR-Non-Irrigated	Non-Irrigated
090	East-West Vineyard Rows	Non-Irrigated
090	NFAC/IBR-Non-Irrigated	Non-Irrigated
090	Spring Seeded	Non-Irrigated
091	NFAC/NIBR-Non-Irrigated	Non-Irrigated
091	North-South Vineyard Rows	Non-Irrigated
092	IBR-Irrigated	Irrigated
092	Spring Seeded-Irrigated	Irrigated
093	IBR-Non-Irrigated	Non-Irrigated
093	Spring Seeded-Non-Irrigated	Non-Irrigated
094	NFAC-Irrigated	Irrigated

**FCIC Practice Code Conversions (Continued)**

<b>RMA Practice Code</b>	<b>RMA Practice Name</b>	<b>Converted FSA Practice</b>
095	FAC-Irrigated	Irrigated
105	Fall Irrigated-Fresh	Irrigated
106	Fall Non-Irrigated-Fresh	Non-Irrigated
107	Spring Irrigated-Fresh	Irrigated
108	Non-Conventional	Non-Irrigated
108	SPP Non-Irrigated	Non-Irrigated
108	Spring Non-Irrigated-Fresh	Non-Irrigated
109	DPP Non-Irrigated	Non-Irrigated
109	Spring Planted-Fresh	Non-Irrigated
110	SPP-Irrigated	Irrigated
110	Spring Planted-Process	Non-Irrigated
111	DPP Irrigated	Irrigated
111	Spring Planted	Non-Irrigated
112	Early Non-Irrigated	Non-Irrigated
112	Summer Planted	Non-Irrigated
113	Fall Planted	Non-Irrigated
113	Late Non-Irrigated	Non-Irrigated
114	Early Irrigated	Irrigated

**FCIC Practice Code Conversions (Continued)**

<b>RMA Practice Code</b>	<b>RMA Practice Name</b>	<b>Converted FSA Practice</b>
115	Late Irrigated	Irrigated
115	Spring-Fresh	Non-Irrigated
117	Late/NFAC Irrigated	Irrigated
118	Late/FAC Irrigated	Irrigated
120	Fall Planted Irrigated	Irrigated
121	Summer Planted-Fresh	Non-Irrigated
122	Summer Planted-Process	Non-Irrigated
130	Fall Direct Seeded Irrigated	Irrigated
131	Fall Direct Seeded Irrigated-Staked	Irrigated
140	Fall Transplanted Irrigated	Irrigated
141	Fall Transplanted Irrigated-Staked	Irrigated
143	Fall Transplanted Irr Mulch Staked	Irrigated
144	Fall Transplanted Irr Unmulch Staked	Irrigated
145	Fall Transplanted Non-Irr Mulch Staked	Non-Irrigated

**FCIC Practice Code Conversions (Continued)**

<b>RMA Practice Code</b>	<b>RMA Practice Name</b>	<b>Converted FSA Practice</b>
220	Winter Planted Irrigated	Irrigated
230	Winter Direct Seeded Irrigated	Irrigated
231	Winter Direct Seeded Irrigated Staked	Irrigated
240	Winter Transplanted Irrigated	Irrigated
241	Winter Transplanted Irrigated Staked	Irrigated
320	Spring Planted Irrigated	Irrigated
330	Spring Direct Seeded Irrigated	Irrigated
331	Spring Direct Seeded Irrigated Staked	Irrigated
340	Spring Transplanted Irrigated	Irrigated
341	Spring Transplanted Irrigated Staked	Irrigated
343	Spring Transplanted Irr Mulch Staked	Irrigated
344	Spring Transplanted Irr Unmulch Stake	Irrigated
346	Spring Transplanted Non-Irr Mulch Grnd-Cult	Non-Irrigated
347	Spring Transplanted Non-Irr Mulch Stake	Non-Irrigated
420	Summer Planted Irrigated	Irrigated
503	Irrigated Mulch Staked	Irrigated
620	Fall Harvested Irrigated	Irrigated
997	No Practice Specified	Irrigated or Non-Irrigated